

REIMBURSEMENT REQUESTS

Agency and Program Name **ANEW**
 Address 550 SW 7th St., Suite B305
 City & ZIP Renton, WA 98057
 Program Contact Name Amy Barrett Phone 206-381-1384
 Email amy@anewaop.org Invoice Date 7/17/18
 Costs below incurred from **4/1/18** to **6/30/18**
 Signature of Authorized Signer *Amy Barrett* Printed Name Amy Barrett

	Contract ID#	Annual		Reimbursement Requests				Balance Remaining
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	GF-17/1801	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00	
Bellevue							\$0.00	
Bothell							\$0.00	
Burien							\$0.00	
Covington		\$3,585.00	\$896.25	\$896.25			\$1,792.50	
Des Moines		\$11,000.00	\$2,750.00	\$2,750.00			\$5,500.00	
Federal Way	AG17-193	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00	
Issaquah	31700202	\$4,500.00	\$0.00	\$1,125.00			\$3,375.00	
Kenmore							\$0.00	
Kent							\$0.00	
Kirkland							\$0.00	
Mercer Island							\$0.00	
Redmond							\$0.00	
Renton							\$0.00	
Sammamish		\$5,000.00	\$0.00	\$1,250.00			\$3,750.00	
SeaTac		\$8,000.00	\$2,000.00	\$2,000.00			\$4,000.00	
Shoreline							\$0.00	
Tukwila	17-078	\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00	

Admin use only

Authorized Payment Amt:

Authorized Signature / City

APPROVED FOR PAYMENT

BY:

DATE:

BARS#

Kim Cooper

7/31/18

001.000.10.565.10.41.012

Authorization Code / Acct #

Date

17684

2,000.00

SERVICE UNIT 1

Service Unit 1: Training/Workshops/Classes

Measurement: Individual

ANEW offers an 11 week, part-time, high-quality pre-apprenticeship training in Kent, WA that helps women and men obtain careers in construction trades. The

Description: Trades Rotation Program helps adults gain the technical skills needed to be competitive for an apprenticeship opportunity. ANEW's program is unique. We partner with many registered apprenticeship programs in the Seattle area and

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	3	2	2			4
Bellevue						0
Bothell						0
Burien						0
Covington	2	1	0			1
Des Moines	1	0	2			2
Federal Way	3	1	2			3
Issaquah	3	0	1			1
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish	3	0	1			1
SeaTac	5	2	0			2
Shoreline						0
Tukwila	7	0	0			0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	27	6	8	0	0	14

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	3	4	7			11
Bellevue						0
Bothell						0
Burien						0
Covington	2	1	2			3
Des Moines	1	4	6			10
Federal Way	3	4	19			23
Issaquah	3	0	1			1
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish	3	0	1			1
SeaTac	5	4	6			10
Shoreline						0
Tukwila	7	2	3			5
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	27	19	45	0	0	64

NARRATIVE

SeaTac – In the second quarter we provided supports services to 6 individuals, which included initiation fees, boots, workwear, and tools. The Outreach Manager presented at the Tye High School Career Fair and participated in a panel where 150+ kids attended and learned about our training program. Flyers have been replenished at the Goodwill, Safe Futures, and local grocery stores.

Tukwila – We continue to have a resource table at the Tukwila Food Pantry, which has resulted in a few candidates interested in attending our information sessions. We provided 3 individuals with support services during the 2nd quarter. Facebook ads targeting the 98108, 98138, 98168, 98178 and 98188 zip codes are posted with information about our class schedules and invitations to attend information sessions. Current recruiting flyers, rack cards, and business cards have been distributed to Foster Library, Tukwila Library, Goodwills, and YMCAs about our upcoming classes. We are holding information sessions at the Tukwila Library to promote our next few cohorts.

Note: Outreach efforts have been concentrating on Covington, Issaquah, Sammamish, SeaTac, and Tukwila.

REIMBURSEMENT REQUESTS

Agency and Program Name **Catholic Community Services Emergency Assistance Program**
 Address 100 23rd Ave S
 City & ZIP Seattle, WA 98144
 Program Contact Name Kevin Hamel Phone 253-850-2505
 Email KevinH@ccsww.org Invoice Date 7/13/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer _____ Printed Name _____

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$10,000	\$2,592.50	\$3,135.67			\$4,271.83
Bellevue	\$24,800.00	\$4,680.28	\$6,930.18			\$13,189.54
Bothell						\$0.00
Burien	\$14,000.00	\$2,349.98	\$4,933.34			\$6,716.68
Covington	\$9,350.00	\$0.00	\$4,068.22			\$5,281.78
Des Moines						\$0.00
Federal Way	\$13,000.00	\$3,147.41	\$4,131.01			\$5,721.58
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond	\$11,220.00	\$2,130.50	\$3,221.02			\$5,868.48
Renton	\$12,000.00	\$2,149.99	\$3,861.38			\$5,988.63
Sammamish						\$0.00
SeaTac	\$14,520.00	\$3,017.51	<u>\$4,050.39</u>		MOU*	\$7,452.10
Shoreline						\$0.00
Tukwila	\$22,700.00	\$4,946.36	\$6,398.64			\$11,355.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct # Vendor #

Authorized Signature / City

Date 7/18/18

APPROVED FOR PAYMENT
 BY: Kevin Cooper
 DATE: 7-18-18

BARS# 001.000.10.565.10.41.012

\$ 4,050.39

SERVICE UNIT 1

Service Unit 1: Financial Aid

Measurement: Household

Description: The number of households assisted, without regard to fund source, with rental, utility, motel voucher, bus tickets, emergency food bags, and gift cards.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	17	5	11			16
Bellevue	28	4	18			22
Bothell						0
Burien	24	2	11			13
Covington	16	0	9			9
Des Moines			1			1
Federal Way	22	6	10			16
Issaquah			1			1
Kenmore						0
Kent			6			6
Kirkland			4			4
Mercer Island						0
Redmond	13	2	8			10
Renton	21	3	12			15
Sammamish			3			3
SeaTac	24	4	8			12
Shoreline						0
Tukwila	As referred	5	7			12
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	165	31	109	0	0	140

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Reimbursement Sheet	<p>Enter your agency and program information.</p> <p>Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for all pooled cities, not just the total pooled award.)</p> <p>CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.</p> <p>ANNUAL AWARD AMT: The contracted award amount from a city to your program.</p> <p>THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.</p> <p>SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to https://youtu.be/D8K4Hk0UXGQ</p>
Service Unit Sheets	<p>SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).</p> <p>MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).</p> <p>DESCRIPTION: Enter the description of the service unit from your contract.</p> <p>ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.</p> <p>ACTUAL UNITS: Enter the units of service provided to residents <i>regardless of funding source or contract</i>. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.</p>
Narrative Sheet	<p>Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.</p>
Residents Sheet	<p>ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted.</p> <p>ACTUAL # OF RESIDENTS: Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.</p>
City Line Item Tables Sheet	<p><i>Optional</i> - only required if requesting funds from Bellevue, Federal Way, or Kent.</p> <p>BUDGET: Enter the budgeted amount from your contract.</p> <p>REQUEST, THIS QUARTER: Enter the amount requested for each line item.</p>

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

NARRATIVE

Auburn

During the second quarter, there were no specific problems that hindered the delivery of client services. The EA program assisted a single Woman. This client struggles with severe mental health issues for which she began receiving long term services while utilizing our agencies programs. She was utilizing our agencies programs for the homeless over the course of more than two years, such as our Community Engagement Center. She was living on the streets the entire time she was accessing our programs. With assistance from our housing navigators, she was able to obtain a unit in a Permanent Supportive Housing complex. This housing will come with ongoing Case Management services.

The client has a fixed income of \$750.00 per month and rent will be at an affordable rate for her of \$225.00 per month, making the rent burden 30%. She has moved in and seems happy with her new living situation and will receive ongoing services to maintain her health and housing.

The EA program pledged \$350.00 to cover the move in deposit and provided several other referrals to agencies that might also be able to contribute to her situation.

Bellevue

During the second quarter, there were no specific problems that hindered the delivery of client services. The EA program assisted a family of seven. This is a married couple with 5 children. All are in excellent health with no disabilities. As an immigrant from Senegal, the father is not permitted to work in the US yet. (His status is expected to change in the next 8 months.) The mother works full time for a large shipping company. She recently gave birth and took the standard maternity leave of 6 weeks. She only had enough paid vacation

NARRATIVE

SeaTac : In March, Kennedy Catholic High School students provided yard work to a mom and daughter who both live with disabilities. For years their house has been in shadows. In two hours, 38 students were able to significantly trim back overgrown trees and bushes. The clients are ecstatic that they have natural light coming into their home for the FIRST time since they have lived there.

Shoreline: Ms. V has missed doctor appointments in the past because she was unable to manage the long walk to her closes bus stop because of the effects of her chronic illness, and did not qualify for ACCESS. A volunteer was matched to Ms. V at the end of 2017, helping her keep her medical appointments and meet her health care needs.

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		8	25			33
Bellevue		6	60			66
Bothell						0
Burien		8	23			31
Covington			32			32
Des Moines			4			4
Federal Way		13	26			39
Issaquah			4			4
Kenmore						0
Kent			22			22
Kirkland			11			11
Mercer Island						0
Redmond		4	25			29
Renton		9	28			37
Sammamish			7			7
SeaTac		7	22			29
Shoreline						0
Tukwila		16	17			33
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	0	71	306	0	0	377

REIMBURSEMENT REQUESTS

Agency and Program Name **Catholic Community Services- Volunteer Services**
 Address 100 23rd Avenue South
 City & ZIP Seattle, 98144
 Program Contact Name Hollianne Monson Phone 206.328.6853
 Email holliannemo@ccsww.org Invoice Date 4/13/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer *Hollianne Monson* Printed Name Hollianne Monson

	Contract ID#	Annual Reimbursement Requests				Balance Remaining
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	
Auburn		\$6,000.00	\$1,500.00	\$1,500.00		\$3,000.00
Bellevue	GF229	\$14,977.00	\$3,745.00	\$3,745.00		\$7,487.00
Bothell	GF229	\$6,000.00	\$1,500.00	\$1,500.00		\$3,000.00
Burien						\$0.00
Covington		\$4,000.00	\$1,000.00	\$1,000.00		\$2,000.00
Des Moines						\$0.00
Federal Way		\$9,000.00	\$2,250.00	\$2,250.00		\$4,500.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent		\$10,000.00	\$2,500.00	\$2,500.00		\$5,000.00
Kirkland	GF229	\$6,000.00	\$1,500.00	\$1,500.00		\$3,000.00
Mercer Island						\$0.00
Redmond	GF229	\$8,323.00	\$2,081.00	\$2,081.00		\$4,161.00
Renton		\$7,500.00	\$1,875.00	\$1,875.00		\$3,750.00
Sammamish						\$0.00
SeaTac		\$7,000.00	\$1,750.00	<u>\$1,750.00</u>	<i>MOU*</i>	\$3,500.00
Shoreline	GF229	\$3,750.00	\$938.00	\$938.00		\$1,874.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

APPROVED FOR PAYMENT
 BY *[Signature]*
 DATE 7-17-18
 BARS# 001.000.10.565.10.41.012

Date *7/17/18*

\$ 1,750.00

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Reimbursement Sheet	<p>Enter your agency and program information.</p> <p>Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for all pooled cities, not just the total pooled award.)</p> <p>CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.</p> <p>ANNUAL AWARD AMT: The contracted award amount from a city to your program.</p> <p>THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.</p> <p>SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to https://youtu.be/D8K4Hk0UXGQ</p>
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Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

Volunteer Services—Catholic Community Services of King County
Quarter 2 Addendum to Service Report

In the second quarter of 2018, the average income of participants receiving services from VS was \$1070 per month, or 12,840 per year. The average income has not increased significantly in recent years, however the cost of living in King County continues to rise dramatically. According to the King County One Table presentation on homelessness from January 2018, on average a studio apartment in 2007 cost \$792. Ten years later, in 2017, the average rent for a studio apartment was \$1370. Rent increases in Seattle's King County show a strong correlation with homelessness. On a single winter night in 2017, volunteers counted 11,643 people experiencing homelessness in King County, a number that represented an increase of more than 9 percent a year on average since 2014. (The economics of homelessness in Seattle and King County, McKinsey & Company, 2018). For VS participants, with an average age of 72, feeling that their housing stability could be threatened due to their financial limitations, for many participants for the first time in their life, is particularly frightening.

VS Participants report facing not only rising rent costs, but also rising medical and food costs. This increasing cost of living in King County places great strain on participants. Receiving volunteer assistance is the only option for VS participants, since they could not afford to devote any of their budgets to paying for the services that the volunteer provides.

All program participants have functional or cognitive impairment due to chronic or progressive illness and/or mental health disabilities that limit their ability to accomplish daily tasks. In the second quarter, 82% of those receiving services are female and 18% are male; and 21% of those served are from communities of color. Six percent of those served are Veterans and 7% are spouses of Veterans. Twenty-six percent are under age 65, 59% are 65-84; 15% are 85+. The average age for participants was 72.

A total of 8,293 hours of service were reported in the first quarter, including 783 hours of transportation, 2,958 hours of housework, and 1,338 hours of yard care.

SERVICE UNIT 1

Service Unit 1: Chore Services/In-Home Care

Measurement: 60 minutes

Description: Chore Services include transportation for older adults and persons with disabilities to access basic needs, assistance with household chores, yard work, and minor home repair to help those individuals remain in their homes for as long as safely possible.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	505	206	174			380
Bellevue	1273	634	565			1199
Bothell	527	128	238			366
Burien		146	194			340
Covington	230	53	170			223
Des Moines		165	0			165
Federal Way	756	331	213			544
Issaquah		1684	1595			3279
Kenmore		76	40			116
Kent	852	171	406			577
Kirkland	527	153	221			374
Mercer Island		29	75			104
Redmond	731	281	374			655
Renton	701	376	479			855
Sammamish		0	33			33
SeaTac	527	173	240			413
Shoreline	329	65	165			230
Tukwila		55	91			146
Seattle		1155	2563			3718
Other KC		161	178			339
Outside KC		0	0			0
Unknown		300	279			579
TOTAL	6958	6342	8293	0	0	14635

NARRATIVE

Auburn: A group of volunteers came together to clear the yard of an older woman with multiple chronic health issues. The client has a huge backyard that was completely covered by noxious weeds, especially blackberries. In just a few hours, the property was transformed and the woman's spirits were lifted.

Bellevue: Ms. A and Ms. B are neighbors in a senior apartment complex. They both requested help with vacuuming, dusting, cleaning the floors, and other light housework. One volunteer has been matched with both of them, and is able to help them regularly on the same day to keep things clean.

Bothell: Mr. and Mrs. Q, primarily Spanish speakers, were matched with a group of volunteers for yard work assistance as well as a volunteer to help regularly with light housework and socialization. Spanish speaking volunteers were identified both with the volunteer group, and the ongoing volunteer. Mr. works and is sometimes away from home, and Mrs. Q appreciates connecting with a volunteer each week who speaks her native language, reducing her feelings of isolation while meeting her chore needs.

Covington: Ms. P is a cancer survivor and has had multiple heart attacks. When her long-time volunteer was no longer available, a new volunteer was quickly identified. With the new volunteer's help, she's able to continue to maintain a safe and healthy living environment, enabling her to remain in her home.

Fed Way: Ms. R, a veteran, was released from the hospital with no nursing care. When staff visited, she was found weak and hardly able to get up to get food. She could not even walk to get her medication from her mail box. A volunteer was immediately placed to help her 2x week while she recuperated from influenza. The volunteer made sure Ms. R got her medication, picked up groceries, and did some light cleaning. A few weeks later, the client's daughter was able to move in and help on an extended basis.

Kent: Mr. F, a former comedian, has a volunteer maintaining his yard and packing up things to donate to Goodwill. Mr. F has always wanted to donate his unneeded belongings to Goodwill and is excited to have the help he needs. Mr. F most looks forward to exchanging jokes with the volunteer during each visit.

Kirkland: Ms. K and her volunteer are going on their third year as a match. The volunteer has been helping with light housework on a regular basis. The client trusts the volunteer and will let her know when she is facing difficulties. The volunteer makes sure the Program Coordinator knows about the needs, and the client is connected with resources and referrals to address those additional needs.

Redmond: For seven years Mr. A, a refugee, has been matched to a volunteer. Without fail, every two weeks the volunteer helps with light house work. The pair has become friends during this time, and Mr. A appreciates the opportunity to practice his conversational English.

Renton : Ms. T was in dire need of a ride to her doctor appointment, which she had already pushed back when she couldn't get a ride from a different transportation program. She's not eligible for ACCESS. Ms. T called VS four days before her appointment, hopeful for a solution. A new volunteer driver was available to help her and committed to drive her to future appointments and to get groceries.

SeaTac: Ms. B is in her 80's and owns her home with her partner. Up until this spring she has been out in her gardens and has been caregiving for her partner with advanced cancer. She suffered a serious heart attack this spring and was hospitalized for several weeks. A volunteer helps with grocery shopping to ensure their nutrition needs are met. In May, A crew of 9 volunteers cleaned up her garden beds. She was beyond happy to get the work done since she is now too frail to do it.

Shoreline: Ms. L has not been able to go to her dentist for over two years. She contacted VS to request a ride and was able to visit her dentist to address the pain she was experiencing and prevent further issues.

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	11	4	2			6
Bellevue	25	31	2			33
Bothell	11	6	11			17
Burien		5	1			6
Covington	7	5	1			6
Des Moines		3	0			3
Federal Way	15	12	4			16
Issaquah		14	0			14
Kenmore		3	0			3
Kent	17	7	6			13
Kirkland	11	9	0			9
Mercer Island		2	1			3
Redmond	16	11	6			17
Renton	13	8	5			13
Sammamish		0	1			1
SeaTac	11	4	12			16
Shoreline	7	3	4			7
Tukwila		2	0			2
Seattle		65	31			96
Other KC		6	5			11
Outside KC		0	0			0
Unknown		1	0			1
TOTAL	144	201	92	0	0	293

CITY LINE ITEM TABLES

BELLEVUE Line Item Table

*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Reques t	Q4 Reque st	Cumulative Requested	Balance Remaining
Personnel	\$14,977.00	\$3,745.00	\$3,745.00			\$7,490.00	\$7,487.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$14,977.00	\$3,745.00	\$3,745.00	\$0.00	\$0.00	\$7,490.00	\$7,487.00

FEDERAL WAY Line Item Table

*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Reques t	Q4 Reque st	Cumulative Requested	Balance Remaining
Personnel	\$9,000.00	\$2,250.00	\$2,250.00			\$4,500.00	\$4,500.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$9,000.00	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00

KENT Line Item Table

	Budget	Q1 Request	Q2 Request	Q3 Reques t	Q4 Reque st	Cumulative Requested	Balance Remaining
Personnel	\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00	\$5,000.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$10,000.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00

VCS - Sea Tac - For the Quarter April to June 2018

Cost_Ctr	Name	allocation	TotalHrs	7000	7100	7100	7100	7100	7101	7102	7103	7104	7105	7205	7200	Total
				Gross	MedBen	MedX	DenBen	VisBen	GTL	DisBen	PenBen	WCT	Suta	Fica		
45-440	Briehi,Adri	42.27%	18.38	431.14	69.38	-	4.39	0.37	1.31	1.16	25.87	13.54	4.31	31.85	583.33	
45-440	Briehi,Adri	43.75%	18.38	431.15	69.39	-	4.39	0.38	1.31	1.16	25.87	13.54	4.31	31.85	583.34	
45-440	Briehi,Adri	43.75%	18.38	431.14	69.38	-	4.39	0.37	1.31	1.16	25.87	13.54	4.31	31.85	583.33	
Q2 Total			55.13	1,293.42	208.15	-	13.18	1.13	3.94	3.49	77.61	40.61	12.94	95.54	1,750.00	

REIMBURSEMENT REQUESTS

Agency and Program Name **Child Care Resources, Child Care Resources & Referral**
 Address 1225 S Weller Street, Suite 300
 City & ZIP Seattle, WA 98144
 Program Contact Name Phoebe Sade Anderson Phone 206.239.1011
 Email anderson@childcare.org Invoice Date 7/16/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer _____ Printed Name _____

	Contract ID#	Annual Reimbursement Requests				Balance Remaining
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	
Auburn	GF181	\$5,000.00	\$1,250.00	\$1,250.00		\$2,500.00
Bellevue	GF181	\$42,066.00	\$10,516.50	\$10,516.50		\$21,033.00
Bothell						
Burien		\$5,000.00	\$1,250.00	\$1,250.00		\$2,500.00
Covington		\$3,115.00	\$778.75	\$778.75		\$1,557.50
Des Moines						
Federal Way		\$5,000.00	\$1,250.00	\$1,250.00		\$2,500.00
Issaquah	GF181	\$3,000.00	\$750.00	\$750.00		\$1,500.00
Kenmore	GF181	\$2,680.00	\$670.00	\$670.00		\$1,340.00
Kent						
Kirkland	GF181	\$8,500.00	\$2,125.00	\$2,125.00		\$4,250.00
Mercer Island						
Redmond	GF181	\$16,255.00	\$4,063.75	\$4,063.75		\$8,127.50
Renton		\$7,520.00	\$1,880.00	\$1,880.00		\$3,760.00
Sammamish	GF181	\$1,343.00	\$335.75	\$335.75		\$671.50
SeaTac		\$5,309.00	\$1,327.25	\$1,327.25	MOU*	\$2,654.50
Shoreline	GF181	\$5,000.00	\$1,250.00	\$1,250.00		\$2,500.00
Tukwila		\$5,000.00	\$1,250.00	\$1,250.00		\$2,500.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

APPROVED FOR PAYMENT

Date

7/12/18

BY: Kim Cooper

DATE: 7-17-18

[Handwritten Signature]
7-18-18

1,327.25

BARS# 001.000.10.565.10.41.012

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Reimbursement Sheet	<p>Enter your agency and program information.</p> <p>Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for all pooled cities, not just the total pooled award.)</p> <p>CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.</p> <p>ANNUAL AWARD AMT: The contracted award amount from a city to your program.</p> <p>THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.</p> <p>SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to https://youtu.be/D8K4Hk0UXGQ</p>
Service Unit Sheets	<p>SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).</p> <p>MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).</p> <p>DESCRIPTION: Enter the description of the service unit from your contract.</p> <p>ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.</p> <p>ACTUAL UNITS: Enter the units of service provided to residents <i>regardless of funding source or contract</i>. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.</p>
Narrative Sheet	<p>Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.</p>
Residents Sheet	<p>ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted.</p> <p>ACTUAL # OF RESIDENTS: Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.</p>
City Line Item Tables Sheet	<p><i>Optional</i> - only required if requesting funds from Bellevue, Federal Way, or Kent.</p> <p>BUDGET: Enter the budgeted amount from your contract.</p> <p>REQUEST, THIS QUARTER: Enter the amount requested for each line item.</p>

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Financial Aid

Measurement: Voucher

Description: Financial Aid can include payment on behalf of an individual toward their rent or utilities such as PSE, water, sewer. Individuals may be provided with bus tickets or motel vouchers. An individual may receive one or more of the above.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn			1			1
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines		1	3			4
Federal Way			1			1
Issaquah						0
Kenmore						0
Kent		16	35			51
Kirkland						0
Mercer Island						0
Redmond						0
Renton	32	8	9			17
Sammamish						0
SeaTac	40	12	7			19
Shoreline						0
Tukwila	48	11	13			24
Seattle			1			1
Other KC						0
Outside KC						0
Unknown						0
TOTAL	120	48	70	0	0	118

NARRATIVE

Des Moines is now funding rent and emergency assistance as of 2018. But the funding is more limited so we are not advertising too broadly only to have more calls than we can accommodate. The contract was executed late and we have not had many eligible callers yet. Most have needed far more than the allowable assistance limit of \$500. We will be working more closely with the Des Moines food bank to work with eligible clients. We are at or close to 50% of targeted goal for number of vouchers provided for Renton, SeaTac and Tukwila. Tukwila customers continue to contact the city staff who refers them to our program. The city sets the assistance amount for each household.

All other cities' customers access the program through the agency's weekly Rent/EAP phone line. This report covers rent and emergency assistance for Kent, Renton, SeaTac, Des Moines and Tukwila and is for rent assistance only for Federal Way. No funding contract has begun for Federal Way. Kent invoices separately so is not included on the reimbursement page, nor is there an annual goal provided for Kent. Although MSC doesn't receive city funding from other cities, households from other cities may receive assistance through King County HSP funds, via a subcontract with Solid Ground. Those funds cover all cities in King County and appointments are accessed through calling 2-1-1 who refers these households to MSC.

Trends in general for all cities continue to be that most households are in need of large amounts of assistance with multiple bills and/or rent. Incomes are low while rent and utility bills are high. Although staff attempt to provide pointers to the households on ways to save, too many simply have inadequate income.

It is important to understand that comparing numbers served to the number of dollars funded by each individual city would provide misleading comparisons. For example, Federal Way funds may only be used for rent assistance which leads to a higher average household assistance amount. The city of Tukwila sets a limited assistance allowance per household.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn			6			6
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines		3	12			15
Federal Way			6			6
Issaquah						0
Kenmore						0
Kent		41	88			129
Kirkland						0
Mercer Island						0
Redmond						0
Renton	76	23	25			48
Sammamish						0
SeaTac	80	19	12			31
Shoreline						0
Tukwila	48	25	35			60
Seattle			1			1
Other KC						0
Outside KC						0
Unknown						0
TOTAL	204	111	185	0	0	296

SERVICE UNIT 1

Service Unit 1: Information and Referral

Measurement: Contact

Description: The number of contacts by unique clients to access information, referrals, and consumer education by telephone or internet.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	40	39	53			92
Bellevue	244	63	54			117
Bothell		9	8			17
Burien	31	23	21			44
Covington	20	9	8			17
Des Moines		17	16			33
Federal Way	36	64	61			125
Issaquah	15	23	17			40
Kenmore	5	18	20			38
Kent		78	92			170
Kirkland	44	31	32			63
Mercer Island		2	3			5
Redmond	85	39	40			79
Renton	36	73	67			140
Sammamish	7	5	5			10
SeaTac	28	15	14			29
Shoreline	27	35	42			77
Tukwila	23	14	9			23
Seattle		500	490			990
Other KC		56	51			107
Outside KC		2300	2211			4511
Unknown						0
TOTAL	641	3413	3314	0	0	6727

SERVICE UNIT 2

Service Unit 2: Technical Assistance

Measurement: 60 minutes

Description: The number of hours of technical assistance provided via phone or in-person to child care providers or community members.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	5	13	6.5			19.5
Bellevue	50	31.25	38.75			70
Bothell		2	0			2
Burien	10	6.75	8.25			15
Covington	8	2.25	6.5			8.75
Des Moines		2	5.5			7.5
Federal Way	6	9.5	12			21.5
Issaquah	7	0.75	0.5			1.25
Kenmore	17	0	7.5			7.5
Kent		14.5	9.25			23.75
Kirkland	18	9	3.5			12.5
Mercer Island		0.5	0.25			0.75
Redmond	35	8	13.25			21.25
Renton	12	5.5	27.75			33.25
Sammamish	3	1	3			4
SeaTac	18	14	18.5			32.5
Shoreline	11	1.5	5.75			7.25
Tukwila	17	12.5	5			17.5
Seattle		107.5	121.75			229.25
Other KC		0.5	1			1.5
Outside KC		43	52			95
Unknown						0
TOTAL	217	285	346.5	0	0	631.5

SERVICE UNIT 3

Service Unit 3: Training/Workshops/Classes

Measurement: 60 minutes

Description: The number of hours of training offered by CCR to child care providers.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	14	0	68.5			68.5
Bellevue	385	7	91.5			98.5
Bothell		0	20			20
Burien	32	16	23.5			39.5
Covington	10	0	15			15
Des Moines		0	7			7
Federal Way	26	2	55			57
Issaquah	25	0	30			30
Kenmore	10	4	0			4
Kent		34	122.5			156.5
Kirkland	70	21	34			55
Mercer Island		0	2			2
Redmond	134	11	66			77
Renton	89	22	42.5			64.5
Sammamish	11	14	9			23
SeaTac	20	2	5			7
Shoreline	41	0	34.5			34.5
Tukwila	30	2	34			36
Seattle		112	515.5			627.5
Other KC		29	95.5			124.5
Outside KC		0	207			207
Unknown		0	0			0
TOTAL	897	276	1478	0	0	1754

TA Success and Challenges

Success:

A provider came into the office for help on how to open a child care program. She had just purchased a house in Redmond but, did not know the process on how to become a licensed child care provider. After attending the DEL (Department of Early Learning) orientation she still was confused. We went over the licensing process from the beginning to the end. She registered to take the Child Care Basics on-line and started the training and then figured out it was not for her. After meeting with her and talking about her needs we got her signed up for the in-person Child Care Basics class and she completed it. She was extremely grateful for the guidance because she said she would have not passed the on-line training. We also suggested to her to check with her HOA (Home Owners Association) if she has one before setting up her program in her home. She checked with her HOA and they gave their approval to open a child care in her home. She set up her environment and asked us to come out and do a walk through. We did, and the environment was not set up correctly. We helped her set up her environment and coached her along the way. After her licenser came out she still had a couple of things to finish and she finish them immediately. She is now a Family Child Care licensed provider. She still contacts us with questions and we are and will continue to support her in any way we can.

Challenges: Kenmore and Issaquah

We have tried very hard to meet the deliverables for these three suburban cities. Our ELC Team went on a Road Show to Kenmore to introduce ourselves and talk about the services and resources Child Care Resources provides. We went to all the home/center providers and talk to the providers that answered the door or let us in. A few of the providers would not let us in and said they did not need any help or support. Some of the providers were very welcoming and needed our immediate assistance. We will continue to reach out and offer services to the Kenmore providers. As for Issaquah, we will continue to reach out to those providers to see if they need any help or support. We are also considering doing a door to door Road Show in Issaquah to try to meet our deliverables.

Training Success and Challenges

Success:

A success of our team has been the increase in customized trainings. Providers have been extremely happy with our trainers and the content we are delivering and as a result, providers continue to reach out to us to provide these trainings. We are seeing a repeat of providers for these trainers. Another success is having a full-time trainer on the team to facilitate additional trainings in these specific cities. Additionally, we have reached our goal in seven of our cities and three of them are exceeding our ytd goal.

Challenges:

A challenge we are facing right now is meeting the Bellevue hours. We have continued to struggle with this city because the hours are so high and the providers have a competing draw to attend Early Achievers funded trainings as they near their rating.

The following are strategies to get the cities we are not meeting on track:

- Bellevue- Schedule two trainings in Bellevue in the fall. We have our Fall Conference scheduled on November 3. This conference is being held at Green River Community College, which will draw providers from many of our Suburban Cities.
- Kenmore- Our fall conference will help us meet this goal
- SeaTac- We have providers from SeaTac currently registered for upcoming trainings and our Fall Conference will help us meet this goal

We will reach out to our coaches to promote trainings in these cities and advertise our newsletter trainings/customized trainings on our Facebook page.

I/R Success and Challenges

Success:

A family from the city of Burien who speaks Tigrinya as their primary language contacted us looking for child care in their area for their four-year-old child. Using our interpreter service, we served the family in their primary language helping them locate child care providers. The family called us back with additional questions about the process for selecting a child care provider and for help navigating DSHS for help paying for child care. We explained state and federal programs such as Head Start and ECEAP to determine if they might qualify as well, thinking down the road for the family about Kindergarten readiness for their child as well as public school registration information. We became a trusted resource for this family connecting them to help paying for child care as well as helping with their search for high-quality, licensed child care and beyond by educating the family on their choices.

Challenges:

Families are still struggling to find licensed care with the hours needed for their working schedule, especially if they are using state subsidy such as the DSHS Working Connections program and the hours needed are on weekends or evenings. Unfortunately, it can be even more challenging for families that have children with special needs. For example, we had one caller from the city of Bellevue who had to call us back multiple times because child care programs were full for families utilizing Working Connections and finding a

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	40	39	53			92
Bellevue	244	63	54			117
Bothell		9	8			17
Burien	31	23	21			44
Covington	20	9	8			17
Des Moines		17	16			33
Federal Way	36	64	61			125
Issaquah	15	23	17			40
Kenmore	5	18	20			38
Kent		78	92			170
Kirkland	44	31	32			63
Mercer Island		2	3			5
Redmond	85	39	40			79
Renton	36	73	67			140
Sammamish	7	5	5			10
SeaTac	28	15	14			29
Shoreline	27	35	42			77
Tukwila	23	14	9			23
Seattle		500	490			990
Other KC		56	51			107
Outside KC		2300	2211			4511
Unknown						0
TOTAL	641	3413	3314	0	0	6727

REIMBURSEMENT REQUESTS

Agency and Program Name **Children's Therapy Center - Children with Special Needs**
 Address 10811 SE Kent-Kangley Road
 City & ZIP Kent 98030
 Program Contact Name Kelli Nakayama Phone (253) 216-0772
 Email kellin@ctckids.org Invoice Date 7/3/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer *Kelli Nakayama* Printed Name Kelli Nakayama

Contract ID#	Annual		Reimbursement Requests				Balance Remaining
	Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	\$10,800.00	\$2,700.00	\$2,700.00			\$5,400.00	
Belleuve			\$0.00			\$0.00	
Bothell			\$0.00			\$0.00	
Burien	\$6,400.00	\$1,600.00	\$1,600.00			\$3,200.00	
Covington	\$10,800.00	\$2,700.00	\$2,700.00			\$5,400.00	
Des Moines	\$1,000.00	\$250.00	\$250.00			\$500.00	
Federal Way	\$8,640.00	\$2,160.00	\$2,160.00			\$4,320.00	
Issaquah			\$0.00			\$0.00	
Kenmore			\$0.00			\$0.00	
Kent	\$50,000.00	\$12,500.00	\$12,500.00			\$25,000.00	
Kirkland			\$0.00			\$0.00	
Mercer Island			\$0.00			\$0.00	
Redmond			\$0.00			\$0.00	
Renton	\$7,500.00	\$1,875.00	\$1,875.00			\$3,750.00	
Sammamish			\$0.00			\$0.00	
SeaTac	\$14,040.00	\$3,510.00	\$3,510.00			\$7,020.00	
Shoreline			\$0.00		* MOU *	\$0.00	
Tukwila	\$6,750.00	\$1,687.50	\$1,687.50			\$3,375.00	

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date 7/30/18

APPROVED FOR PAYMENT
 BY: *Sym Cooper*

DATE: 7/30/18 7:31 PM

BARS# 001.000.10.505.10.41.012-

\$ 3,510.00

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

- Reimbursement Sheet**
 - Enter your agency and program information.
 - Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)
 - CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.
 - ANNUAL AWARD AMT:** The contracted award amount from a city to your program.
 - THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.
 - SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>
 - SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).
 - MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).
- Service Unit Sheets**
 - DESCRIPTION:** Enter the description of the service unit from your contract.
 - ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.
 - ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.
- Narrative Sheet**
 - Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.
 - ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.
- Residents Sheet**
 - ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.
- City Line Item Tables Sheet**
 - Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.
 - BUDGET:** Enter the budgeted amount from your contract.
 - REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Medical Care

Measurement: Visit

Description: Pediatric therapy and early intervention services to children with special needs birth to 18. Service units are measured by number of visits.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	77	823	868			1691
Bellevue	0	4	1			5
Bothell	0	0	0			0
Burien	46	667	637			1304
Covington	77	280	326			606
Des Moines	7	450	458			908
Federal Way	62	131	163			294
Issaquah	0	0	4			4
Kenmore	0	0	0			0
Kent	350	3072	3386			6458
Kirkland	0	0	0			0
Mercer Island	0	0	0			0
Redmond	0	0	0			0
Renton	54	1310	1514			2824
Sammamish	0	0	0			0
SeaTac	100	509	498			1007
Shoreline	0	0	0			0
Tukwila	48	220	235			455
Seattle		565	730			1295
Other KC		4333	4910			9243
Outside KC		1805	1654			3459
Unknown		0	0			0
TOTAL	821	14169	15384			29553

NARRATIVE

During the quarter, generous funding from the cities of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Renton, Seatac, and Tukwila enabled Children's Therapy Center to continue providing home- and center-based physical, occupational, speech, and feeding therapy and related pediatric therapy services to help 273 new children with special needs from these cities (not previously served during the 2018 calendar year) walk, talk, eat, play, make friends, take care of themselves, and navigate home, school, and community settings. City funding also gives us considerable leverage as we work to secure other sources of funding for our programs and services.

Below is a success story about a child we were able to serve thanks to the support of city funds. Without the support of city funding, the families of children like Liliana would otherwise be unable to cover the cost of care.

Aquatic therapy turned out to be just the right kind of motivation for two year-old Liliana. Born five weeks premature, Liliana spent the first 45 days of her life in the NICU. Like many preemies, she had difficulty breathing, eating and gaining weight – all of which would result in some developmental delays.

Liliana's mother, Tina, enrolled her in CTC's Early Intervention program. "Liliana wasn't using her elbows at all, so she wasn't crawling," she says. "Left to her own devices, she'd just fall over on her hands and knees and lie there. She needed help and motivation to start moving. The pool did it for her!"

Her physical therapist, Karen, agrees. "I was amazed to see Liliana persist in aqua therapy with activities she would refuse to do at home. She's using her elbows, arms and legs and making fantastic progress." Tina says that her daughter's endurance has improved along with her strength and mobility. "The growth she's experiencing has been wonderful," gushes Tina.

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	6	96	47			143
Bellevue	0	2	1			3
Bothell	0	0	0			0
Burien	4	75	22			97
Covington	6	33	10			43
Des Moines	1	52	11			63
Federal Way	5	26	13			39
Issaquah	0	0	1			1
Kenmore	0	0	0			0
Kent	24	313	98			411
Kirkland	0	0	0			0
Mercer Island	0	0	0			0
Redmond	0	0	0			0
Renton	4	151	43			194
Sammamish	0	0	0			0
SeaTac	8	45	21			66
Shoreline	0	0	0			0
Tukwila	4	29	8			37
Seattle	0	86	37			123
Other KC	0	535	198			733
Outside KC	0	182	31			213
Unknown	0	0	0			0
TOTAL	62	1625	541			2166

REIMBURSEMENT REQUESTS

Agency and Program Name **Chinese Information and Service Center-Cultural Navigator Program**
 Address 611 South Lane St.,
 City & ZIP Seattle, WA 98104
 Program Contact Name Stephen Lam Phone 206-957-8558
 Email stephenl@cisc-seattle.org Invoice Date 7/13/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer *Stephen Lam* Printed Name Stephen Lam

	Contract ID#	Annual Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Balance Remaining
Auburn							\$0.00
Bellevue	GF256	\$68,322.00	\$17,080.50	\$17,080.50			\$34,161.00
Bothell		\$1,000.00	\$250.00	\$250.00			\$500.00
Burien							\$0.00
Covington							\$0.00
Des Moines							\$0.00
Federal Way							\$0.00
Issaquah	31700155	\$4,000.00	\$1,000.00	\$1,000.00			\$2,000.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland		\$10,800.00	\$2,700.00	\$2,700.00			\$5,400.00
Mercer Island							\$0.00
Redmond	8339	\$40,039.00	\$10,009.75	\$10,009.75			\$20,019.50
Renton							\$0.00
Sammamish		\$1,300.00	\$325.00	\$325.00			\$650.00
SeaTac		\$507.00	\$126.75	\$126.75			\$253.50
Shoreline							\$0.00
Tukwila							\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct # **# 17681**

Authorized Signature / City

APPROVED FOR PAYMENT

BY: *Kem Cooper*

Date **7/17/18**

DATE: **7/17/18**

\$126.75

BARS# **001.000.10.505.10.41.012**

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Enter your agency and program information.
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

Reimbursement Sheet **CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.
ANNUAL AWARD AMT: The contracted award amount from a city to your program.
THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.
SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>
SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).
MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).

Service Unit Sheets **DESCRIPTION:** Enter the description of the service unit from your contract.
ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.
ACTUAL UNITS: Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

Narrative Sheet Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.
ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted.

Residents Sheet **ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

City Line Item Tables Sheet *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.
BUDGET: Enter the budgeted amount from your contract.
REQUEST, THIS QUARTER: Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Information and Referral

Measurement: 15 minutes

Description:

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue	3178	1799	1528			3327
Bothell	23	46	27			73
Burien			5			5
Covington			18			18
Des Moines						0
Federal Way		8	8			16
Issaquah	87	45	58			103
Kenmore		8	8			16
Kent			508			508
Kirkland	387	120	146			266
Mercer Island			80			80
Redmond	1471	351	506			857
Renton		117	1136			1253
Sammamish	63	20	8			28
SeaTac	25	5	7			12
Shoreline		13				13
Tukwila						0
Seattle		74	211			285
Other KC		20	4			24
Outside KC		28	12			40
Unknown		3	0			3
TOTAL	5234	2657	4270	0	0	6927

SERVICE UNIT 2

Service Unit 2: Training/Workshops/Classes

Measurement: Choose from drop down list

Description:

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond	300	13	18			31
Renton						0
Sammamish						0
SeaTac						0
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	300	13	18	0	0	31

SERVICE UNIT 3

Service Unit 3: Choose from drop down list

Measurement: Choose from drop down list

Description:

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond	50	0	6			6
Renton						0
Sammamish						0
SeaTac						0
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	50	0	6	0	0	6

NARRATIVE

Quarter 1: Summary of service unit 1. For this quarter, the program had served 348 unduplicated clients, with a total of 2,657 FMI and 529 contacts. Of the clients we served, 159 are of Hispanic ethnicity. In terms of race, the program also served Native American, Asian American, African American, White and API. 340 Out of 348 total clients are immigrants or refugees, and almost 70% of these clients are either between jobs or unemployed. Three clients were homeless. Summary of service unit 2: the program had conducted a workshop on New Medicare Card in Redmond Senior Center and 13 seniors had attended. They were confused about the changes at first, however, they were clear about the process after the workshop. Materials about this New Medicare Card were distributed in Chinese, Spanish and Russian.

Quarter 2:

Summary of service Unit 1: In May, a new CISC-CNP Manager was hired. Mercedes Cordova-Hakim is a skilled professional with over 30 years of progressive experience working with diverse communities, formal and informal groups in Mexico, California and Washington State in areas related to program and project management, planning and implementation development. In addition, she comes to us with extensive experience working with multilingual communities in areas such as equity, race and social justice, community organizing and the development of Promotores and Navigators models.

For this quarter, the program had served 506 unduplicated clients, with a total of 4,270 FMI and a total of 859 contacts made to date. Of the clients we served, 105 are of Hispanic, Latino ethnicity. In terms of race, the program also served Native American, Asian American, African American, White and API. 229 Out of the 233 total clients are immigrants or refugees, with almost 99% of the clients self-reported as limited English proficiency and almost 70% of these clients are either between jobs or unemployed. Two clients were homeless.

Summary of service Unit 2: the program had conducted a workshop on New Medicare Card and Fraud Prevention in May at Redmond Senior Center and 18 seniors had attended. Materials to participant were available in Chinese and English.

Contact has been made between the new CNP manager and city staff to intentionally plan third quarter CNP outreach and community activities based on CBO and City data.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn			1			1
Bellevue	632	230	134			364
Bothell	10	3				3
Burien			1			1
Covington			1			1
Des Moines						0
Federal Way		1	1			2
Issaquah	27	6	7			13
Kenmore		1	1			2
Kent			5			5
Kirkland	108	12	22			34
Mercer Island						0
Redmond	416	56	51			107
Renton		18	4			22
Sammamish	13	3	1			4
SeaTac	5	1	2			3
Shoreline		1				1
Tukwila						0
Seattle		8				8
Other KC		3	1			4
Outside KC		4	1			5
Unknown		1				1
TOTAL	1211	348	233	0	0	581


CITY LINE ITEM TABLES

Balance
Remaining
-\$26,033.48
-\$1,917.31
-\$2,151.58
-\$837.02
\$0.00
-\$4,975.90
-\$35,915.29

Balance
Remaining
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Balance
Remaining
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

REIMBURSEMENT REQUESTS

Agency and Program Name **Crisis Clinic - King County 2-1-1**
 Address 9725 3rd Avenue NE Ste. 300
 City & ZIP Seattle, WA 98115
 Program Contact Name Victoria Roxas Phone 206-461-3210
 Email vroxas@crisisclinic.org Invoice Date 6/30/18
 Costs below incurred from **4/1/18** to **6/30/18**
 Signature of Authorized Signer  Printed Name Allie Franklin, Executive Director

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Bellevue		\$28,715.00	\$7,178.75	\$7,178.75			\$14,357.50
Bothell		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Burien		\$9,000.00	\$2,250.00	\$2,250.00			\$4,500.00
Covington		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Des Moines		\$2,775.00	\$693.75	\$693.75			\$1,387.50
Federal Way		\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Issaquah		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Kenmore		\$3,000.00	\$750.00	\$750.00			\$1,500.00
Kent		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Kirkland		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Mercer Island		\$0.00	\$0.00				\$0.00
Redmond		\$8,568.00	\$2,142.00	\$2,142.00			\$4,284.00
Renton		\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Sammamish		\$2,000.00	\$500.00	\$500.00			\$1,000.00
SeaTac		\$4,500.00	\$1,125.00	\$1,125.00		MOU*	\$2,250.00
Shoreline		\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Tukwila		\$1,500.00	\$375.00	\$375.00			\$750.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Vendor #

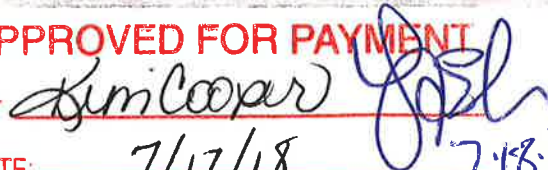
Authorized Signature / City

Date

7/17/18

APPROVED FOR PAYMENT

BY:



\$ 1,125.00

DATE:

7/17/18

BARS#

001.000.10.565.10.41.012



City of Bellevue
 Human Services Division
 Parks & Community Services

PERSONNEL AND TRAVEL REIMBURSEMENT

Agency: CRISIS CLINIC - KING COUNTY 2-1-1
 Bellevue Contract ID# GF182 Reimbursement for period of: 4/1/18-6/30/18

PERSONNEL:

Employee	Gross Pay	% Paid by Bellevue Grant	Amount Requested
Nathan Antonio, Program Coordinator	\$ 11,227.89	9.69%	\$ 1,087.89
Debra Ference-Luongo, I&R Specialist	\$ 10,706.00	35.07%	\$ 3,754.30
Troy Tady, I&R lead	\$ 9,733.62	15.64%	\$ 1,522.15
Zarita Hester, I&R Specialist	\$ 7,899.15	58.65%	\$ 4,632.52
Liz Mills, 211 Director	\$ 18,625.62	12.34%	\$ 2,297.64
Alex Williams, 211 Manager	\$ 13,484.28	15.00%	\$ 2,023.08
Mark Hager, I & R Specialist	\$ 8,573.70	17.53%	\$ 1,503.17

Total amount requested for personnel: \$ 16,820.75

TRAVEL:

Employee	Cost per mile	Total Mileage	Amount Requested
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Total amount requested for travel: \$ -

I certify that records, e.g. payroll forms and mileage logs, are available for auditing purposes.

Victoria Rojas, Accountant
 AUTHORIZED SIGNATURE (AS SET FORTH IN THE AGREEMENT)

7-16-18
 Date

Print this form and mail or deliver it to the City in order to process the reimbursement request. Submit reports on share1app. See Contract Management Manual for instructions.

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

<p>Reimbursement Sheet</p>	<p>Enter your agency and program information. Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for all pooled cities, not just the total pooled award.) CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable. ANNUAL AWARD AMT: The contracted award amount from a city to your program. THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only. SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to https://youtu.be/D8K4Hk0UXGQ</p>
<p>Service Unit Sheets</p>	<p>SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract). MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract). DESCRIPTION: Enter the description of the service unit from your contract. ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted. ACTUAL UNITS: Enter the units of service provided to residents <i>regardless of funding source or contract</i>. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.</p>
<p>Narrative Sheet</p>	<p>Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.</p>
<p>Residents Sheet</p>	<p>ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted. ACTUAL # OF RESIDENTS: Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.</p>
<p>City Line Item Tables Sheet</p>	<p><i>Optional</i> - only required if requesting funds from Bellevue, Federal Way, or Kent. BUDGET: Enter the budgeted amount from your contract. REQUEST, THIS QUARTER: Enter the amount requested for each line item.</p>

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Information and Referral

Measurement: Phone call

Description: Incoming phone calls to King County 2-1-1

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	214	1272	1244			2516
Bellevue	1190	707	708			1415
Bothell	214	135	125			260
Burien	385	593	614			1207
Covington	214	91	99			190
Des Moines	119	393	411			804
Federal Way	428	1457	1498			2955
Issaquah	214	180	208			388
Kenmore	128	96	98			194
Kent	214	1950	1851			3801
Kirkland	214	410	402			812
Mercer Island		47	53			100
Redmond	367	299	281			580
Renton	428	1364	1229			2593
Sammamish	86	59	60			119
SeaTac	193	459	452			911
Shoreline	385	415	368			783
Tukwila	64	272	284			556
Seattle		7406	6909			14315
Other KC		577	608			1185
Outside KC		907	913			1820
Unknown		133	142			275
TOTAL	5057	19222	18557	0	0	37779

Successes and Challenges

Our performance continues to improve with caller wait times averaging less than five minutes. We continue to see an increase in users searching our online database to locate referrals with a corresponding reduction in calls. There were 44,673 web hits this quarter which is a 5% increase from the first quarter. In first quarter, we added an online email form so that people could send a help request to 2-1-1 any time of day. Year to date, we have received 275 emails with the majority related to housing needs.

In this quarter, we completed our tax season work in educating callers about free tax preparation services and the Earned Income Tax Credit. This year, we answered 1,218 tax related calls plus promoted free tax prep and EITC at several outreach events.

Staffing retention continues to be an ongoing challenge. In mid-June, we hired four staff in preparation for anticipated turnover. We had one staff leave on 6/29 in order to move to another state and be closer to family, the second staff reduced hours from full-time to 1 to 2 shifts a week in order to complete MSW requirements and one staff is expected to go on maternity leave soon. So far, our new staff are doing well.

As part of engaging and collaborating with our agency partners, we offer listening shifts to help agencies understand our role in connecting callers to the resources they seek. In this quarter, we hosted 11 listening shifts for staff from Solid Ground, Multi-Service Center Federal Way, Multi-Service Center Kent, King County Best Starts for Kids, King County Coordinated Entry for All and Public Health.

Our agency is undergoing a re-branding process that includes a new name, Crisis Connections, and a new logo. Both will be officially released on July 11. We are excited to see these changes that are an updated reflection of our work.

As reported last quarter, agency staff and other consumers can now opt-in to receive notifications when changes are made to our online Emergency Services Brochures. People receive a link to the updated brochures plus a detailed list of what has changed. They get updated information without having to check our website regularly. These brochures are used by community agencies throughout King County. To date, 249 users have opted in.

2-1-1 serves as the central access point for long-term homeless housing resources (diversion, rapid- re-housing, transitional housing, permanent housing) by screening for eligibility and setting Coordinated Entry for All (CEA) appointments. In this quarter, we screened a total of 3,001 callers and set 660 appointments.

We also serve as the central access point for the Housing Stability Project (HSP) which helps eligible clients with rent assistance or move-in costs. The program had a slow start in 2018 and did not release appointments to 2-1-1 until 4/16. This quarter, we had 4,054 calls for rent and move-in cost assistance and set 156 appointments. The agencies that offer appointments have experienced some staffing issues so the number of available appointments has been low.

Below are examples of services or feedback from callers by city:

Auburn 98002

An Auburn resident called 2-1-1 to get assistance with applying for Basic Food benefits. After we submitted the application on his behalf, he received the food benefits the next day! 2-1-1 staff screened 191 Auburn residents for CEA and set 33 appointments. We also screened 355 Auburn residents for HSP and set 23 appointments.

Bellevue 98005

Our call asked for help in finding low income permanent housing. After receiving some referrals, the caller said "Thank you so much for helping people. Other countries don't have these programs."

2-1-1 staff screened 126 Bellevue residents for CEA and set 27 appointments. We also screened 102 residents for HSP and set 3 appointments.

Bothell 98011

A Bothell resident said she experienced some legal issues that contributed to becoming homeless. She initially called for legal resources and our 2-1-1 staff, Jennifer, brought up shelter, Coordinated Entry for All and hygiene locations. They spent much of the call brainstorming possible resources for her situation. Here is what our caller had to say:

"I just got off the phone with Jennifer. I'm in a horrible place right now, and she has gone above and beyond in being caring, helping, and just being kind and talking with me. I'm a manager and extremely particular about customer service. I couldn't imagine anyone being better, especially over the phone, where it's more difficult since you aren't able to see someone face to face. Jennifer really did an amazing job. And for me to give a compliment on customer service is a very big deal. Great customer service is very hard to find in this day and age."

2-1-1 staff also screened 20 Bothell residents for CEA and set 2 appointments. We screened 22 residents for HSP and set 2 appointments.

Burien 98166

The caller was scheduled for a surgery and was panicked about how her family would cope while she was hospitalized. After going through available resources, she had this to say: "I really appreciate all your efforts and I feel far calmer about the situation now that I've spoken to you. Thank you." 2-1-1 staff also screened 86 Burien residents for CEA and set 17 appointments. We also screened 152 residents for HSP and set 5 appointments.

Covington 98042

As part of our work, we do follow-up calls and ask: Did I give you any new information? Do you plan to call the agencies I just referred you to? Was this call helpful? During a follow-up call with a gentleman from Covington, he said, "Thank you for doing a follow up call with me. I was able to get more information and referrals on this one. I didn't remember to write them down the first time."

2-1-1 staff also screened 10 Covington residents for CEA and set 1 appointment. We screened 15 residents for HSP.

Des Moines 98198

During a follow-up call, the Des Moines resident said about 2-1-1 staff Zarita, "She gave me a lot of info I didn't know about. I feel that she went out of her way to help me. She was very helpful and caring, which made me feel better about calling 2-1-1. I'm thankful for a service like 2-1-1 and programs like these where you can know who to go to for help." 2-1-1 staff screened 66 Des Moines residents for CEA and set 6 appointments. We also screened 96 residents for HSP and set 8 appointments.

Federal Way 98003

Our caller said she was a domestic violence survivor who had just left her husband. She said "Do tears count as comments? Thank you so much. I really appreciate you and the job that you and your coworkers are doing, not just for me but for everyone who is going through this. God bless you." 2-1-1 staff screened 261 Federal Way residents for CEA and set 51 appointments. We also screened 474 residents for HSP and set 17 appointments.

Issaquah 98029

As part of our Quality Assurance practices, we do some follow-up with callers who received legal referrals. One of these callers was from Issaquah and she reported that the 2-1-1 staff that assisted her was really helpful for her current legal situation. 2-1-1 staff also screened 23 Issaquah residents for CEA and set 3 appointments. We also screened 41 residents for HSP and set 2 appointments.

Kenmore 98028

This Kenmore resident called on behalf of an older friend who was afraid of impending homelessness and was reaching out for case management services. Our staff connected them with the Community Living Connections program and a case management program for seniors. The caller said "Thank you for all the work that you do. I know burn out must be high; talking to people all day in difficult situations must be really hard work. I really appreciate this service and everything you all do."

2-1-1 staff also screened 12 Kenmore residents for CEA and set 2 appointments. We also screened 17 residents for HSP.

Kent 98030

Our caller was a mother who had been homeless and has called 2-1-1 for help throughout the experience. During this call, she was looking for resources to get their belongings out of storage. She said "I moved in to my apartment last night. I'm sleeping on the floor, but I had a door to close and it was the best feeling in the world! I woke up and ALL my kids were in my room, but hey they were in MY room." 2-1-1 staff also screened 296 Kent residents for CEA and set 70 appointments. We also screened 554 residents for HSP and set 20 appointments. Aside from Seattle, Kent residents are the highest number of callers in King County for both CEA and HSP.

Kirkland 98033

Our caller needed legal resources to help with some tenant violations that were taking place. As the call came to a close, she said "Thank you for being so kind and I'm going to call all these resources you gave me." 2-1-1 staff also screened 40 Kirkland residents for CEA and set 5 appointments. We also screened 65 residents for HSP and set 5 appointments.

Redmond 98053

The caller said he was homeless and needed help with a gas voucher. After giving him some referrals, he said "What a great help you offer." 2-1-1 staff screened 45 Redmond residents for CEA and set 5 appointments. We also screened 27 residents for HSP and set 1 appointment.

Renton 98056

This caller had been given referrals related to rent assistance. During a later follow-up call, the caller said "I can't thank you enough for referring me to Solid Ground. It really helped me get back on my feet and brought my stress level down. If I hadn't been told about 2-1-1, I might have not been able to move-in to my new place." 2-1-1 staff also screened 181 Renton residents for CEA and set 46 appointments. We also screened 312 residents for HSP and set 20 appointments.

Sammamish 98074

A caller was referred to us by the NW Center and said she was so happy to learn about 2-1-1. She said, "It's so cool, I've been here 13 years and never heard of you. I listened to the messages and heard about the tax help. I don't make enough so paying to get them done is expensive. Next time I will call you for the free tax help." 2-1-1 staff also screened 1 Sammamish resident for CEA and 3 residents for HSP.

SeaTac 98188

This caller requested legal referrals for a disputed rent deposit that she needed refunded. At the end of the call she said, "I really appreciate you guys so much. I can't tell you." 2-1-1 staff also screened 80 SeaTac residents for CEA and set 17 appointments. We also screened 134 residents for HSP and set 7 appointments.

Shoreline 98155

During a follow-up call, the call said "Thank you for a program like this. It is so hard not knowing where to turn or where to get help - it's the hardest part. I am very thankful that there is a program like this where I was able to call for help. I get so nervous sometimes and having someplace to turn... just makes me thankful."

2-1-1 staff also screened 54 Shoreline residents for CEA and set 12 appointments. We also screened 58 residents for the HSP and set 5 appointments.

Tukwila 98168

The caller was a single mother who needed help with legal resources due to a Three Day Pay or Vacate notice. In addition to legal referrals, 2-1-1 staff gave her multiple resources for financial assistance including the City of Tukwila's Rent and Energy Assistance Program. 2-1-1 staff also screened 47 Tukwila residents for CEA and set 12 appointments. We screened 88 residents for HSP and set 2 appointments.

Submitted by

Liz Mills, Director of King County 2-1-1

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	214	1272	1244			2516
Bellevue	1190	707	708			1415
Bothell	214	135	125			260
Burien	385	593	614			1207
Covington	214	91	99			190
Des Moines	119	393	411			804
Federal Way	428	1457	1498			2955
Issaquah	214	180	208			388
Kenmore	128	96	98			194
Kent	214	1950	1851			3801
Kirkland	214	410	402			812
Mercer Island		47	53			100
Redmond	367	299	281			580
Renton	428	1364	1229			2593
Sammamish	86	59	60			119
SeaTac	193	459	452			911
Shoreline	385	415	368			783
Tukwila	64	272	284			556
Seattle		7406	6909			14315
Other KC		577	608			1185
Outside KC		907	913			1820
Unknown		133	142			275
TOTAL	5057	19222	18557	0	0	37779

CITY LINE ITEM TABLES

BELLEVUE Line Item Table

*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	28,715.00	7,178.75				7,178.75	21,536.25
Office/Ops						0.00	0.00
Purchased Svc						0.00	0.00
Communication						0.00	0.00
Travel/Training						0.00	0.00
Other						0.00	0.00
TOTAL	28,715.00	7,178.75	0.00	0.00	0.00	7,178.75	21,536.25

FEDERAL WAY Line Item Table


*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$10,000	\$2,500				\$2,500	\$7,500
Office/Ops						\$0	\$0
Purchased Svc						\$0	\$0
Communication						\$0	\$0
Travel/Training						\$0	\$0
Other						\$0	\$0
TOTAL	\$10,000	\$2,500	\$0	\$0	\$0	\$2,500	\$7,500

KENT Line Item Table

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$5,000.00	\$1,250.00				\$1,250.00	\$3,750.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$5,000.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$3,750.00

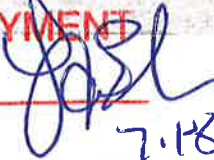
REIMBURSEMENT REQUESTS

Agency and Program Name **CRISIS CLINIC - 24-HOUR CRISIS LINE**
 Address 9725 3RD AVE NE STE 300
 City & ZIP SEATTLE, WA 98115
 Program Contact Name Victoria Roxas Phone 206-461-3210
 Email vroxas@crisisclinic.org Invoice Date 6/30/18
 Costs below incurred from **4/1/18** to **6/30/18**
 Signature of Authorized Signer  Printed Name Allie Franklin, Executive Director

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$1,000.00	\$250.00	\$250.00			\$500.00
Bellevue	\$26,432.00	\$6,608.00	\$6,608.00			\$13,216.00
Bothell	\$4,000.00	\$1,000.00	\$1,000.00			\$2,000.00
Burien	\$0.00	\$0.00	\$0.00			\$0.00
Covington	\$3,500.00	\$875.00	\$875.00			\$1,750.00
Des Moines	\$2,750.00	\$687.50	\$687.50			\$1,375.00
Federal Way	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Issaquah	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Kenmore	\$3,000.00	\$750.00	\$750.00			\$1,500.00
Kent	\$0.00	\$0.00	\$0.00			\$0.00
Kirkland	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Mercer Island	\$0.00	\$0.00	\$0.00			\$0.00
Redmond	\$8,500.00	\$2,125.00	\$2,125.00			\$4,250.00
Renton	\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Sammamish	\$4,000.00	\$1,000.00	\$1,000.00			\$2,000.00
SeaTac	\$2,500.00	\$625.00	\$625.00		MOU ✕	\$1,250.00
Shoreline	\$7,500.00	\$1,875.00	\$1,875.00			\$3,750.00
Tukwila	\$2,620.00	\$655.00	\$655.00			\$1,310.00

Admin use only

Authorized Payment Amt: _____ Authorization Code / Acct # _____ Vendor # _____
 Authorized Signature / City _____ Date 7-17-18

APPROVED FOR PAYMENT
 BY Jim Cooper 
 DATE ~~07/17~~ 7/17/18 7.18.18 \$625.00
 BARS# 001.000.10.565.10.41.012



City of Bellevue
 Human Services Division
 Parks & Community Services

PERSONNEL AND TRAVEL REIMBURSEMENT

Agency: CRISIS CLINIC - CRISIS LINE
 Bellevue Contract ID# GF183 Reimbursement for period of: 4/1/18-6/30/18

PERSONNEL:

Employee	Gross Pay	% Paid by Bellevue Grant	Amount Requested
Sandy Fosshage, Crisis Supervisor	\$9,622.14	75.02%	\$7,218.23
Letha Myers, Vol. Services, Manager (term)	\$6,660.00	75.00%	\$4,995.14
Shizue Haffeman-Udagawa, Vol Serv Manager	\$ 10,369.30	35.15%	\$ 3,644.63

Total amount requested for personnel: \$ 15,858.00

TRAVEL:

Employee	Cost per mile	Total Mileage	Amount Requested
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Total amount requested for travel: \$

I certify that records, e.g. payroll forms and mileage logs, are available for auditing purposes.

x Victoria Roxas, Accountant
 AUTHORIZED SIGNATURE (AS SET FORTH IN THE AGREEMENT)

7-16-18
 Date

Print this form and mail or deliver it to the City in order to process the reimbursement request. Submit reports on share1 app. See Contract Management Manual for instructions.

SERVICE UNIT 1

Service Unit 1: Crisis Line

Measurement: Phone call

Description: Incoming phone calls to the 24-hour Crisis Line or to the professional line, which is answered by a Crisis Supervisor

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	111	703	698			1401
Bellevue	2844	1113	1107			2220
Bothell	444	132	125			257
Burien	0	316	376			692
Covington	389	83	91			174
Des Moines	306	188	201			389
Federal Way	556	690	714			1404
Issaquah	556	201	200			401
Kenmore	333	96	115			211
Kent	0	673	740			1413
Kirkland	556	474	519			993
Mercer Island	0	102	118			220
Redmond	944	307	403			710
Renton	1111	629	718			1347
Sammamish	444	159	194			353
SeaTac	278	162	195			357
Shoreline	722	584	620			1204
Tukwila	291	189	193			382
Seattle		9534	9739			19273
Other KC		349	375			724
Outside KC		1251	1370			2621
Unknown		12866	12878			25744
TOTAL	9885	30801	31689	0	0	62490

REIMBURSEMENT REQUESTS

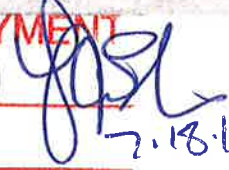
Agency and Program Name **Crisis Clinic - Teen Link**
 Address 9725 3rd Ave. NE Ste. 300
 City & ZIP Seattle, WA 98115
 Program Contact Name Victoria Roxas Phone 206-461-3210
 Email vroxas@crisisclinic.org Invoice Date 6/30/18
 Costs below incurred from **4/1/18** to **6/30/18**

Signature of Authorized Signer  Printed Name Allie Franklin, Executive Directors

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$2,500.00	\$625.00	\$625.00			\$1,250.00
Bellevue	\$8,253.00	\$2,000.00	\$2,126.50			\$4,126.50
Bothell	\$2,500.00	\$625.00	\$625.00			\$1,250.00
Burien	\$2,000.00	\$500.00	\$500.00			\$1,000.00
Covington	\$2,700.00	\$675.00	\$67.00			\$1,958.00
Des Moines	\$2,375.00	\$593.75	\$593.75			\$1,187.50
Federal Way	\$4,000.00	\$1,000.00	\$1,000.00			\$2,000.00
Issaquah	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Kenmore	\$2,000.00	\$500.00	\$500.00			\$1,000.00
Kent	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Kirkland	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Mercer Island	\$0.00	\$0.00				\$0.00
Redmond	\$4,386.00	\$1,096.50	\$1,096.50			\$2,193.00
Renton	\$7,500.00	\$1,875.00	\$1,875.00			\$3,750.00
Sammamish	\$4,000.00	\$1,000.00	\$1,000.00			\$2,000.00
SeaTac	\$2,500.00	\$625.00	<u>\$625.00</u>		MOU*	\$1,250.00
Shoreline	\$0.00	\$0.00	\$0.00			\$0.00
Tukwila	\$1,500.00	\$375.00	\$375.00			\$750.00

Admin use only

Authorized Payment Amt: _____ Authorization Code / Acct # _____ Vendor # _____
 Authorized Signature / City _____ Date 7/17/18

APPROVED FOR PAYMENT
 BY: Kim Cooper 
 DATE: 7-17-18 7-18-18

\$ 625.00

BARS# 001.000.10.565.10.41.012



City of Bellevue
 Human Services Division
 Parks & Community Services

PERSONNEL AND TRAVEL REIMBURSEMENT

Agency: CRISIS CLINIC - TEEN LINK
 Bellevue Contract ID# GF241 Reimbursement for period of: 4/1/18-6/30/18

PERSONNEL:

Employee	Gross Pay	% Paid by Bellevue Grant	Amount Requested
Renee Jones, Youth Services Manager	\$ 12,609.30	61%	\$ 7,721.50

Total amount requested for personnel: \$ 7,721.50

TRAVEL:

Employee	Cost per mile	Total Mileage	Amount Requested
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Total amount requested for travel: \$ -

I certify that records, e.g. payroll forms and mileage logs, are available for auditing purposes.

X Victoria Roxas, Accountant
 AUTHORIZED SIGNATURE (AS SET FORTH IN THE AGREEMENT)

7-16-18
 Date

Print this form and mail or deliver it to the City in order to process the reimbursement request. Submit reports on share1app. See Contract Management Manual for instructions.

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Reimbursement Sheet	<p>Enter your agency and program information.</p> <p>Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for all pooled cities, not just the total pooled award.)</p> <p>CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.</p> <p>ANNUAL AWARD AMT: The contracted award amount from a city to your program.</p> <p>THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.</p> <p>SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to https://youtu.be/D8K4HkOUXGQ</p>
Service Unit Sheets	<p>SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).</p> <p>MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).</p> <p>DESCRIPTION: Enter the description of the service unit from your contract.</p> <p>ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.</p> <p>ACTUAL UNITS: Enter the units of service provided to residents <i>regardless of funding source or contract</i>. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.</p>
Narrative Sheet	<p>Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.</p>
Residents Sheet	<p>ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted.</p> <p>ACTUAL # OF RESIDENTS: Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.</p>
City Line Item Tables Sheet	<p><i>Optional</i> - only required if requesting funds from Bellevue, Federal Way, or Kent.</p> <p>BUDGET: Enter the budgeted amount from your contract.</p> <p>REQUEST, THIS QUARTER: Enter the amount requested for each line item.</p>

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Youth Services

Measurement: Contact

Description: Incoming phone calls, chats and emails to Crisis Clinic's Teen Link help line.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	28	40	29			69
Bellevue	57	70	58			128
Bothell	21	10	8			18
Burien	50	24	21			45
Covington	9	10	7			17
Des Moines	24	15	12			27
Federal Way	85	46	42			88
Issaquah	22	16	13			29
Kenmore	9	11	9			20
Kent	38	48	41			89
Kirkland	38	44	36			80
Mercer Island	0	13	10			23
Redmond	25	28	23			51
Renton	121	48	38			86
Sammamish	32	25	17			42
SeaTac	20	14	13			27
Shoreline	0	30	24			54
Tukwila	15	9	9			18
Seattle		303	243			546
Other KC		113	88			201
Outside KC		47	29			76
Unknown		0	1			1
TOTAL	594	964	771	0	0	1735

SERVICE UNIT 2

Service Unit 2: Youth Services

Measurement: Contact

Description: Students attending Teen Link's Youth Suicide Prevention Presentation.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	83	93				93
Bellevue	298	349				349
Bothell	90	0				0
Burien	39	22				22
Covington	111	169				169
Des Moines	81	123				123
Federal Way	92	51				51
Issaquah	200	0				0
Kenmore	80	268				268
Kent	184	209				209
Kirkland	184	211				211
Mercer Island	0	0				0
Redmond	170	76				76
Renton	212	152				152
Sammamish	145	364				364
SeaTac	91	136				136
Shoreline	0	0				0
Tukwila	52	87				87
Seattle		291				291
Other KC		248				248
Outside KC		0				0
Unknown		0				0
TOTAL	2112	2849	0	0	0	2849

NARRATIVE

2nd Qtr. 2018 Teen Link Report

In the second quarter, Teen Link did 75 Youth Suicide Prevention Presentations (YSPP) at schools reaching 1544 students. According to the surveys, 100% of youth found our presentations to be very useful. 75% youth indicated they had increased awareness following the presentation.

This quarter, Teen Link responded to a total of 771 youth—448 from on-line chats, and 191 from phone calls. We also had 132 emails logged this quarter.

Teen Link distributed and estimated orders by email 4561 Where To Turn for Teens resource guides were shipped to schools, community agencies and an estimated 1600 handed to youth and adults at tabling events. We also offered over 100 guides at health & resource fair monthly.

During this quarter, we have up to ten teens and two- three adult supervisors scheduled to train for the volunteer phone worker positions for Teen Link. Five teens and two adult supervisors completed listening shifts and have started shifts for the phones in a month. The volunteer specialist has introduced a software program titled sling for scheduling our volunteers, connects with agency for speakers to present at teenlink volunteer training, and incorporating info trainings to our fifty youth outreach volunteers.

Teen Link has been reaccredited as the only youth help line with accreditation through Contact USA and holds the honor of first time accreditation for Teen Link Chat.

Teen Link has been actively participating at booths at health fairs and festivals. Presentations were conducted for DOH, OSPI and partnered with Youth eastside Services on a panel for parents in response to the tv show "13 reasons why.." and to address several cases of youth suicides reported recently in the Teen Link continues to participate in the Wellbeing Trust Collective and scheduled to attend gathering with youth helpline program to create action plans for alliance networking purposes outside of Washington. We have monthly phone calls to continue to build this team.

NARRATIVE

May and June has been productive experience for Teen Link by attending several booths for health fairs conducted by Kaiser, Careday.net - serving the low income families, and community health agencies for at risk youth plus tabled at five Pride festivals. We are currently developing plans to network with colleges to offer volunteer opportunities that benefit both the students seeking credits and or hours towards licensures.

Renee Jones MA CDP LMHCA
Youth Services Manager

RESIDENTS

	Actual # of Residents					
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Auburn	111	133	29			162
Bellevue	355	419	58			477
Bothell	111	10	8			18
Burien	89	46	21			67
Covington	120	179	7			186
Des Moines	105	138	12			150
Federal Way	177	97	42			139
Issaquah	222	16	13			29
Kenmore	89	279	9			288
Kent	222	257	41			298
Kirkland	222	255	36			291
Mercer Island	0	13	10			23
Redmond	195	104	23			127
Renton	333	200	38			238
Sammamish	177	389	17			406
SeaTac	111	150	13			163
Shoreline	0	30	24			54
Tukwila	67	96	9			105
Seattle		594	243			837
Other KC		295	88			383
Outside KC		113	29			142
Unknown			1			1
TOTAL	2706	3813	771	0	0	4584

CITY LINE ITEM TABLES

BELLEVUE Line Item Table

*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$8,000.00	\$2,000.00				\$2,000.00	\$6,000.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$8,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$6,000.00

FEDERAL WAY Line Item Table


*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$4,000.00	\$1,000.00				\$1,000.00	\$3,000.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$4,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$3,000.00

KENT Line Item Table

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$5,000.00	\$1,250.00				\$1,250.00	\$3,750.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$5,000.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$3,750.00

REIMBURSEMENT REQUESTS

Agency and Program Name **DAWN - CAP**
 Address PO Box 1449
 City & ZIP Kent 98035
 Program Contact Name Cheryl Kilodavis Phone 253-893-1600
 Email cheryl@dawnrising.org Invoice Date 7/5/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer  Printed Name Cheryl Kilodavis



Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$3,000.00	\$750.00	\$750.00			\$1,500.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	\$3,500.00	\$875.00	\$875.00			\$1,750.00
Covington	\$2,000.00	\$500.00	\$500.00			\$1,000.00
Des Moines						\$0.00
Federal Way	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$33,000.00	\$8,250.00	\$8,250.00			\$16,500.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	\$8,500.00	\$2,125.00	\$2,125.00			\$4,250.00
Sammamish						\$0.00
SeaTac	\$4,000.00	\$1,000.00	\$1,000.00	* MOU *		\$2,000.00
Shoreline						\$0.00
Tukwila	\$4,000.00	\$1,000.00	\$1,000.00			\$2,000.00

Admin use only

Authorized Payment Amt: Authorization Code / Acct # 01057

Authorized Signature / City Date 7/17/18

APPROVED FOR PAYMENT

BY  
 DATE: 7/17/18

\$ 1,000.00

BARS# 001.000.10.565.10.41.012

SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: 60 minutes

Description: Hours of advocacy which may be provided in person or over the phone.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	22.5	250.96	499.75			750.71
Bellevue						0
Bothell						0
Burien	25	36.35	19			55.35
Covington	15	16.25	34.5			50.75
Des Moines		87.9	112			199.9
Federal Way	36.25	230.96	605.45			836.41
Issaquah		18.35	89.75			108.1
Kenmore						0
Kent	182	357.12	659.65			1016.77
Kirkland		2.75	33.75			36.5
Mercer Island						0
Redmond						0
Renton	61.25	222.43	295.25			517.68
Sammamish		2.25				2.25
SeaTac	28.75	83.9	65			148.9
Shoreline						0
Tukwila	28.75	37.82	24			61.82
Seattle		537.39	794.5			1331.89
Other KC		133.95	113.75			247.7
Outside KC		227.85	432.85			660.7
Unknown		2.5	2.5			5
TOTAL	399.5	2248.73	3781.7	0	0	6030.43

SERVICE UNIT 2

Service Unit 2: Crisis Line

Measurement: Phone call

Description: Number of crisis line calls (informational only)

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		25	32			57
Bellevue						0
Bothell						0
Burien		1	4			5
Covington		5	2			7
Des Moines		2	2			4
Federal Way		22	23			45
Issaquah		6	3			9
Kenmore						0
Kent		32	46			78
Kirkland			5			5
Mercer Island						0
Redmond						0
Renton		18	21			39
Sammamish						0
SeaTac		2	1			3
Shoreline						0
Tukwila		6	11			17
Seattle		34	51			85
Other KC		6	15			21
Outside KC		16	49			65
Unknown		808	1244			2052
TOTAL	0	983	1509	0	0	2492

NARRATIVE

DAWN has worked hard in the past year upgrading and implementing a new data base that is considered best practice for DV?SA providers. This data base is user friendly, ultra protected and can give real time accurate reporting. DAWN continues to implement the "flexible mobile advocacy model" which means that advocates are empowered with technology and tools such that they may meet with survivors wherever they are. As such, we have seen our advocates able to support survivors in a much greater regional reach. Our Partnerships Division has helped to create many new collaborative partnerships including outsourcing an advocate in Covington, working with Uber allowing us to provide confidential transportation (free of cost) for survivors in the region and Amazon where we receive weekly donations of every day items to provide to our clients. We are excited about the growth we have seen already this year. Finally, we have partnered with a consulting firm (Grant Thornton) and they are helping us determine the efficacy of our programming. A part of this project includes creating sustainable and accurate surveying and client feedback systems. We will have this implemented in time for third quarter reporting.

Success Stories for second quarter 2018:

Auburn- A letter received by an advocate from a survivor: "Hello, I wanted to let you know that we were able to solidify the protection order for a year along with dv treatment and supervised visits for the kids. I want to thank you for everything- your support has given me strength."

Kent- A survivor was speaking to an advocate at our Gowe Street office and said the following: "I love this room.(One of our client meeting spaces) It feels so welcoming. It feels like home. It feels safe." A few minutes later she said, "You are so calm; I don't know how you do it. You must be working with a lot of different women going through difficult circumstances and you stay so calm. I always feel so much better after talking with you. You make me feel like it's going to be OK. I feel like I'm on a cloud."

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	18	43	67			110
Bellevue						0
Bothell						0
Burien	20	10	8			18
Covington	12	6	5			11
Des Moines		18	13			31
Federal Way	29	44	64			108
Issaquah		3	5			8
Kenmore						0
Kent	120	79	87			166
Kirkland		1	2			3
Mercer Island						0
Redmond						0
Renton	49	46	68			114
Sammamish		1				1
SeaTac	23	9	7			16
Shoreline						0
Tukwila	23	5	4			9
Seattle		84	80			164
Other KC		17	23			40
Outside KC		31	40			71
Unknown		2	1			3
TOTAL	294	399	474	0	0	873

CITY LINE ITEM TABLES

BELLEVUE Line Item Table *Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel						\$0.00	\$0.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00


FEDERAL WAY Line Item Table *Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$4,500.00	\$1,125.00	\$1,125.00			\$2,250.00	\$2,250.00
Office/Ops	\$120.00	\$30.00	\$30.00			\$60.00	\$60.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training	\$200.00	\$50.00	\$50.00			\$100.00	\$100.00
Other	\$180.00	\$45.00	\$45.00			\$90.00	\$90.00
TOTAL	\$5,000.00	\$1,250.00	\$1,250.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00

KENT Line Item Table

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$29,700.00	\$7,425.00	\$7,425.00			\$14,850.00	\$14,850.00
Office/Ops	\$850.00	\$212.50	\$212.50			\$425.00	\$425.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training	\$1,600.00	\$400.00	\$400.00			\$800.00	\$800.00
Other	\$850.00	\$212.50	\$212.50			\$425.00	\$425.00
TOTAL	\$33,000.00	\$8,250.00	\$8,250.00	\$0.00	\$0.00	\$16,500.00	\$16,500.00

REIMBURSEMENT REQUESTS

Agency and Program Name **DAWN - Prevention**
 Address PO Box 1449
 City & ZIP Kent 98035
 Program Contact Name Cheryl Kilodavis Phone 253-893-1600
 Email Cheryl@dawnrising.org Invoice Date 7/5/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer  Printed Name Cheryl Kilodavis

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington	\$1,000.00	\$250.00	\$250.00			\$500.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$2,000.00	\$500.00	<u>\$500.00</u>			\$1,000.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct # **01057**

Authorized Signature / City

APPROVED FOR PAYMENT
 BY Kim Cooper Date 7/17/18
 DATE 001.000.10.505.10.41.012
 # 500.00
 7-17-18

SERVICE UNIT 1

Service Unit 1: Counseling (e.g., Mental Health, Domestic Violence, Substance Abuse, Housing, Employment)

Measurement: Individual

Description: Counseling session is defined as a single visit the advocate will have with a family. Each family will have at least six individual sessions.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	30	2	26			28
Bellevue						0
Bothell						0
Burien						0
Covington	12		5			5
Des Moines		4	0			4
Federal Way		3	37			40
Issaquah			2			2
Kenmore						0
Kent	40		33			33
Kirkland						0
Mercer Island						0
Redmond						0
Renton		14	4			18
Sammamish						0
SeaTac	12	18	2			20
Shoreline						0
Tukwila						0
Seattle			37			37
Other KC			10			10
Outside KC						0
Unknown						0
TOTAL	94	41	156	0	0	197

NARRATIVE

We are very happy to report that our new Children's Advocate is working hard and getting known in the community. She has also instituted children's programming in a group format that happens at the same time as their parents are attending adult support group. Our advocate has continued to work on our curriculum ensuring that it is culturally appropriate for children of all backgrounds.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	5	2	13			15
Bellevue						0
Bothell						0
Burien						0
Covington	1		3			3
Des Moines		4				4
Federal Way		4	12			16
Issaquah			2			2
Kenmore						0
Kent	40		8			8
Kirkland						0
Mercer Island						0
Redmond						0
Renton		2	1			3
Sammamish						0
SeaTac	2	5	1			6
Shoreline						0
Tukwila						0
Seattle			9			9
Other KC			2			2
Outside KC			0			0
Unknown						0
TOTAL	48	17	51	0	0	68

CITY LINE ITEM TABLES

BELLEVUE Line Item Table *Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel						\$0.00	\$0.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00


FEDERAL WAY Line Item Table *Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel						\$0.00	\$0.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

KENT Line Item Table

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00	\$2,500.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$5,000.00	\$1,250.00	\$1,250.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00

REIMBURSEMENT REQUESTS

Agency and Program Name **DAWN - Shelter**
 Address PO Box 1449
 City & ZIP Kent 98035
 Program Contact Name Cheryl Kilodavis Phone 253-893-1600
 Email cheryl@dawnrising.org Invoice Date 7/5/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer  Printed Name Cheryl Kilodavis

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	\$8,000.00	\$2,000.00	\$2,000.00			\$4,000.00
Covington	\$6,000.00	\$1,500.00	\$1,500.00			\$3,000.00
Des Moines	\$2,600.00	\$650.00	\$650.00			\$1,300.00
Federal Way	\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$30,000.00	\$7,500.00	\$7,500.00			\$15,000.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	\$19,000.00	\$4,750.00	\$4,750.00			\$9,500.00
Sammamish						\$0.00
SeaTac	\$9,000.00	\$2,250.00	\$2,250.00			\$4,500.00
Shoreline						\$0.00
Tukwila	\$7,000.00	\$1,750.00	\$1,750.00			\$3,500.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Shelter

Measurement: Bed night

Description: DAWN's housing program provides comprehensive shelter services. All residents and their children receive comprehensive advocacy and safety planning. This is a 24 hour/day shelter.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	160	490	599			1089
Bellevue						0
Bothell						0
Burien	128	23				23
Covington	96					0
Des Moines	42					0
Federal Way	160	44	135			179
Issaquah		68	327			395
Kenmore						0
Kent	872	317	352			669
Kirkland			36			36
Mercer Island						0
Redmond						0
Renton	304	165	6			171
Sammamish						0
SeaTac	144		34			34
Shoreline						0
Tukwila	112	44	46			90
Seattle		752	484			1236
Other KC		158				158
Outside KC		390	836			1226
Unknown		12				12
TOTAL	2018	2463	2855	0	0	5318

NARRATIVE

With the closing of Catherine Boothe House last month, DAWN is one of the last providers of comprehensive and confidential emergency domestic violence shelter in King County, WA. The need is far greater than what we can match, and so DAWN's focus has become to be more effective at the work we do and leveraging our partnerships and collaborations while continuing to put the needs of families' first. We are continuing to provide 12 individual family rooms and have added a 13th emergency only (saved for when law enforcement or hospitals contact us in the middle of the night) room. We have been reaching out partners and funders as we are now the regional provider of emergency confidential DV shelter and we need financial support in order to meet the increasing need that we are facing. We have some support and success in this outreach AND it is important to relay how pressured this resource is and why we may see numbers of survivors coming from farther away and less numbers from individual local communities. Typically, when we have an opening, it is filled within hours. We rarely (if ever) have a room open overnight.

DAWN continues at this time to work to be a low barrier shelter, and meet all survivors of Domestic Abuse where they are. This has been true for the past quarter as we have seen services in our shelter being provided to a multitude of various socio-economic backgrounds, each with its own challenges and experiences. An example of this is that we have had a family staying with us that speak a rare and unique language. Our advocates (and the survivor) worked together with interpreters to provide all of the supports that she needed including legal and mental health support for her child. We were even able to translate all of our signage at the shelter into her language so that she felt invited and welcomed to the events happening there. The interpreter translated for us something that she recently said, " She wrote that she is overwhelmed

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn	3	11	14			25
Bellevue						0
Bothell						0
Burien	2	1				1
Covington	2					0
Des Moines	1					0
Federal Way	3	4	2			6
Issaquah		2	7			9
Kenmore						0
Kent		11	8			19
Kirkland			2			2
Mercer Island						0
Redmond						0
Renton	5	7	2			9
Sammamish						0
SeaTac	3		2			2
Shoreline						0
Tukwila	2	1	3			4
Seattle		16	12			28
Other KC		4				4
Outside KC		19	34			53
Unknown		2				2
TOTAL	21	78	86	0	0	164

CITY LINE ITEM TABLES

BELLEVUE Line Item Table *Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel						\$0.00	\$0.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FEDERAL WAY Line Item Table *Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$9,000.00	\$2,250.00	\$2,250.00			\$4,500.00	\$4,500.00
Office/Ops	\$400.00	\$100.00	\$100.00			\$200.00	\$200.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training	\$60.00	\$15.00	\$15.00			\$30.00	\$30.00
Other	\$540.00	\$135.00	\$135.00			\$270.00	\$270.00
TOTAL	\$10,000.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00

KENT Line Item Table

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$27,000.00	\$6,750.00	\$6,750.00			\$13,500.00	\$13,500.00
Office/Ops	\$1,200.00	\$300.00	\$300.00			\$600.00	\$600.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training	\$160.00	\$40.00	\$40.00			\$80.00	\$80.00
Other	\$1,640.00	\$410.00	\$410.00			\$820.00	\$820.00
TOTAL	\$30,000.00	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00

REIMBURSEMENT REQUESTS

~ Super High

Agency and Program Name **Des Moines Area Food Bank**
 Address 22225 9th Ave S (PO Box 98788)
 City & ZIP Des Moines, WA 98198
 Program Contact Name Kris Van Gasken & Barb
 Email dmafb@hotmail.com
 Phone (206) 878-2660
 Date 7/17/2018
 Costs below incurred from 4/1/2018 to 6/30/2018

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien							\$0.00
Covington							\$0.00
Des Moines		\$31,500.00	\$7,875.00	\$7,875.00			\$15,750.00
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish							\$0.00
SeaTac		\$38,136.00	\$9,590.00	\$9,478.00			\$19,068.00
Shoreline							\$0.00
Tukwila							\$0.00

PAID
 JUL 31 2018
 FINANCE DEPT.

Signature of Authorized Signer

Barbara Houston-Shimizu

Name of Authorized Signer

Barbara Houston-Shimizu

Vendor # 00988

APPROVED FOR PAYMENT

BY: *Kim Cooper*

DATE: 7/19/18

BARIS# 001.000.10.505.10.41.012

SERVICE UNIT 1

Service Unit 1: Food

Measurement: Pound of food

Description: Food is measured in terms of the number of pound served. (Since meals are estimated to be 1.28 lbs per meal, the equivalent number of meals can also be estimated from this number.)

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		794	1056			1850
Bellevue						0
Bothell						0
Burien		2136	2841			4977
Covington						0
Des Moines	102175	186696	200639			387335
Federal Way		5713	3869			9582
Issaquah						0
Kenmore						0
Kent		43830	40337			84167
Kirkland						0
Redmond						0
Renton		156	139			295
Sammamish						0
SeaTac	58386	77601	97566			175167
Shoreline						0
Tukwila		1136	931			2067
Seattle		617	744			1361
Other KC		1867	3417			5284
Outside KC		275	492			767
Unknown						0
TOTAL	160561	320821	352031	0	0	672852

SERVICE UNIT 3

Service Unit 3: Food

Measurement: Bundle of items

Description: A final service unit measured will be the number of weekend backpacks served. Backpacks providing two days worth of kid-friendly foods are distributed weekly through eight elementary schools and to youth attending Tyee High School.)

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		8	9			17
Bellevue						0
Bothell						0
Burien		141	84			225
Covington						0
Des Moines		1240	764			2004
Federal Way		71	32			103
Issaquah						0
Kenmore						0
Kent		349	254			603
Kirkland						0
Redmond						0
Renton		39	30			69
Sammamish						0
SeaTac	1000	871	618			1489
Shoreline						0
Tukwila		22				22
Seattle		71	52			123
Other KC		50	43			93
Outside KC		21	17			38
Unknown						0
TOTAL	1000	2883	1903	0	0	4786

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		14	6			20
Bellevue						0
Bothell						0
Burien		40	26			66
Covington						0
Des Moines	412	1747	536			2283
Federal Way		49	19			68
Issaquah						0
Kenmore						0
Kent		451	133			584
Kirkland						0
Redmond						0
Renton			4			4
Sammamish						0
SeaTac	235	837	291			1128
Shoreline						0
Tukwila		9	5			14
Seattle		12	11			23
Other KC		24	17			41
Outside KC		1	7			8
Unknown						0
TOTAL	647	3184	1055	0	0	4239

Des Moines Area Food Bank 2nd Qtr 2018 Narrative Report

Regular food bank service is down slightly, with a 5% reduction over the first half of last year. Over the past quarter, about 840 families per month were served an average of 14 days of food, including canned, fresh and frozen items. Overall numbers show a 10% reduction in new and duplicated service over last year (due mostly to a large decrease in backpack families as a key school did not have staff time to distribute as many backpacks as previously).

Service at the Highline College Pantry (started in December, 2017) expanded to three days per week this quarter, with the food bank providing food for about 150 students per week. The pantry hours vary quarterly but are typically during afternoon hours that do not conflict with on-campus food service. This service started in response to student need on campus and Highline College is not alone in this regard. Recent studies show that a large percentage of community college and university students do not get enough to eat. One in ten community college students, for example, have gone a whole day without eating in the past month because they lacked the money. The food bank hopes that support of the pantry will contribute to student health and success in completing their education.

With the end of the school year in June, the weekend backpack program and after-school meals service ended and summer meal service began. This is a reimbursement program under the supervision of the Office of the Superintendent of Public Instruction's Summer Food Service Program. This summer, the food bank is operating 24 meal sites in the greater Highline area. With eight days of service in June, the average daily attendance for all sites was 919 children ages 1-18.

REIMBURSEMENT REQUESTS

Agency and Program Name **HealthPoint Primary Dental Care**
 Address 955 Powell Ave SW
 City & ZIP Renton, 98057
 Program Contact Name Claudia Hartley Phone 425-203-0961
 Email chartley@healthpointchc.org Invoice Date 7/6/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer *Claudia Hartley* Printed Name Claudia Hartley

	Contract ID#	Annual Award Amt				Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr				
Auburn										\$0.00
Bellevue	GF184	\$50,741.00	\$12,685.25	\$12,685.25						\$25,370.50
Bothell		\$10,000.00	\$2,500.00	\$2,500.00						\$5,000.00
Burien		\$5,000.00	\$1,250.00	\$1,250.00						\$2,500.00
Covington		\$5,000.00	\$1,250.00	\$1,250.00						\$2,500.00
Des Moines		\$4,700.00	\$1,175.00	\$1,175.00						\$2,350.00
Federal Way		\$22,000.00	\$5,500.00	\$5,500.00						\$11,000.00
Issaquah		\$0.00								\$0.00
Kenmore		\$7,000.00	\$1,750.00	\$1,750.00						\$3,500.00
Kent		\$15,000.00	\$3,750.00	\$3,750.00						\$7,500.00
Kirkland		\$16,000.00	\$4,000.00	\$4,000.00						\$8,000.00
Mercer Island		\$0.00								\$0.00
Redmond		\$24,484.00	\$6,121.00	\$6,121.00						\$12,242.00
Renton		\$7,500.00	\$1,875.00	\$1,875.00						\$3,750.00
Sammamish		\$4,000.00	\$1,000.00	\$1,000.00						\$2,000.00
SeaTac		\$14,000.00	\$3,500.00	\$3,500.00						\$7,000.00
Shoreline		\$0.00						* MOU *		\$0.00
Tukwila		\$4,550.00	\$1,137.50	\$1,137.50						\$2,275.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

PROVED FOR PAYMENT

Date

Lyn Cooper
 DATE: 7/30/18 *7-31-18* 3,500.00
 PS# 001.000.10.505.10.41.012

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Reimbursement Sheet	<p>Enter your agency and program information.</p> <p>Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for all pooled cities, not just the total pooled award.)</p> <p>CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.</p> <p>ANNUAL AWARD AMT: The contracted award amount from a city to your program.</p> <p>THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.</p> <p>SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to https://youtu.be/D8K4Hk0UXGQ</p>
Service Unit Sheets	<p>SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).</p> <p>MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).</p> <p>DESCRIPTION: Enter the description of the service unit from your contract.</p> <p>ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.</p> <p>ACTUAL UNITS: Enter the units of service provided to residents <i>regardless of funding source or contract</i>. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.</p>
Narrative Sheet	<p>Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.</p>
Residents Sheet	<p>ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted.</p> <p>ACTUAL # OF RESIDENTS: Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.</p>
City Line Item Tables Sheet	<p><i>Optional</i> - only required if requesting funds from Bellevue, Federal Way, or Kent.</p> <p>BUDGET: Enter the budgeted amount from your contract.</p> <p>REQUEST, THIS QUARTER: Enter the amount requested for each line item.</p>

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.
Email this entire workbook to your funding city contact(s).

HealthPoint Q2 2018 Dental Narrative

During the second quarter of 2018, HealthPoint served 11,176 MOU city residents at our dental clinics. HealthPoint continues to be a vital resource to these residents, 57% of whom live at or below the Federal Poverty Level and face numerous barriers to accessing dental care including language (29% required an interpreter), transportation, and insurance status (10% uninsured).

City funding helps provide care to low-income and uninsured people, many whom would forgoe dental care entirely without the access that HealthPoint provides. Below are just a few examples of how city funds have helped HealthPoint make a big impact on the lives and oral health of city residents during Q2 of 2018.

In **Federal Way**, our dental team continues to work closely with our medical clinic to help patients monitor and control their blood pressure. As a result of this integrated work (patients receive blood pressure checks and referrals in dental), we've seen a 5% increase since January in the percentage of Federal Way patients with controlled hypertension.

In **Des Moines**, we are collaborating with the Refugee Health Program to prepare recently arrived families for their first dental visits. We recently did a presentation for RHP staff on the importance of oral health and helping their clients know what to expect. This work is important because many newly arrived families have limited or no prior exposure to dental care.

We're taking dental care beyond the clinic walls in **Kent** through no-cost dental screenings for pre-school children. Our staff have visited three head start programs in Kent, Renton, and Federal and provided more than 100 screenings. During these events, staff also work with parents to connect them with long-term dental care if they don't already have a dental care home.

In **Bothell, Redmond, and Tukwila**, we've expanded our emergency dental walk-in hours so that they are now available daily on a first, come, first serve basis. This helps patients get care when they need it most without having to resort to visiting an emergency room.

SERVICE UNIT 1

Service Unit 1: Dental Care

Measurement: Visit

Description: A service unit is a dental visit, defined by a face-to-face visit with a dental provider for preventive and/or resortative care, as well as linkages to specialty services. The cost is \$215.40/visit and 2.5 is the average number of visits per patient.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		2593	2680			5273
Bellevue	232	292	366			658
Bothell	49	1455	1394			2849
Burien	23	531	493			1024
Covington	23	62	90			152
Des Moines	22	1053	909			1962
Federal Way	102	2523	2481			5004
Issaquah	NA	101	94			195
Kenmore	33	392	379			771
Kent	70	4674	4436			9110
Kirkland	74	997	1051			2048
Mercer Island	NA					0
Redmond	114	1221	1182			2403
Renton	35	630	685			1315
Sammamish	19	136	150			286
SeaTac	65	380	428			808
Shoreline	NA	41	49			90
Tukwila	21	479	499			978
Seattle		1213	1161			2374
Other KC						0
Outside KC						0
Unknown		2866	2778			5644
TOTAL	882	21639	21305	0	0	42944

NARRATIVE

During the second quarter of 2018, HealthPoint served 11,176 MOU city residents at our dental clinics. HealthPoint continues to be a vital resource to these residents, 57% of whom live at or below the Federal Poverty Level and face numerous barriers to accessing dental care including language (29% required an interpreter), transportation, and insurance status (10% uninsured).

City funding helps provide care to low-income and uninsured people, many whom would forgoe dental care entirely without the access that HealthPoint provides. Below are just a few examples of how city funds have helped HealthPoint make a big impact on the lives and oral health of city residents during Q2 of 2018. In Federal Way, our dental team continues to work closely with our medical clinic to help patients monitor and control their blood pressure. As a result of this integrated work (patients receive blood pressure checks and referrals in dental), we've seen a 5% increase since January in the percentage of Federal Way patients with controlled hypertension.

In Des Moines, we are collaborating with the Refugee Health Program to prepare recently arrived families for their first dental visits. We recently did a presentation for RHP staff on the importance of oral health and helping their clients know what to expect. This work is important because many newly arrived families have limited or no prior exposure to dental care.

We're taking dental care beyond the clinic walls in Kent through no-cost dental screenings for pre-school children. Our staff have visited three head start programs in Kent, Renton, and Federal and provided more

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	56	1539	1167			2706
Bellevue	93	162	133			295
Bothell	20	727	484			1211
Burien	9	234	142			376
Covington	9	29	35			64
Des Moines	9	484	343			827
Federal Way	41	1431	1046			2477
Issaquah	9	47	46			93
Kenmore	13	194	141			335
Kent	28	2309	1694			4003
Kirkland	30	532	407			939
Mercer Island						0
Redmond	45	611	448			1059
Renton	14	304	263			567
Sammamish	7	72	56			128
SeaTac	26	172	132			304
Shoreline	9	25	12			37
Tukwila	8	182	144			326
Seattle		540				540
Other KC						0
Outside KC						0
Unknown		197	143			340
TOTAL	426	9791	6836	0	0	16627

REIMBURSEMENT REQUESTS

Agency and Program Name **HealthPoint - Primary Medical Care**
 Address 955 Powell Ave SW
 City & ZIP Renton, 98057
 Program Contact Name Claudia Hartley Phone 425-203-0961
 Email chartley@healthpointchc.org Invoice Date 4/12/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer *Claudia Hartley* Printed Name Claudia hartley

	Contract ID#	Annual Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Balance Remaining
Auburn							\$0.00
Bellevue	GF186	\$62,245.00	\$15,561.25	\$15,561.25			\$31,122.50
Bothell		\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Burien		\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Covington		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Des Moines		\$5,800.00	\$1,450.00	\$1,450.00			\$2,900.00
Federal Way		\$13,500.00	\$3,375.00	\$3,375.00			\$6,750.00
Issaquah		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Kenmore		\$15,000.00	\$3,750.00	\$3,750.00			\$7,500.00
Kent		\$15,000.00	\$3,750.00	\$3,750.00			\$7,500.00
Kirkland		\$15,941.00	\$3,985.25	\$3,985.25			\$7,970.50
Mercer Island							\$0.00
Redmond		\$28,645.00	\$7,161.25	\$7,161.25			\$14,322.50
Renton		\$7,500.00	\$1,875.00	\$1,875.00			\$3,750.00
Sammamish		\$6,000.00	\$1,500.00	\$1,500.00			\$3,000.00
SeaTac		\$37,000.00	\$9,250.00	\$9,250.00			\$18,500.00
Shoreline					<i>* MOU *</i>		\$0.00
Tukwila		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date *9,250.00*

APPROVED FOR PAYMENT

BY: *Kim Cooper*

DATE: *7/30/18*

BARS# *001.000.10.565.10.41.012*

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Reimbursement Sheet	<p>Enter your agency and program information.</p> <p>Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for all pooled cities, not just the total pooled award.)</p> <p>CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.</p> <p>ANNUAL AWARD AMT: The contracted award amount from a city to your program.</p> <p>THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.</p> <p>SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to https://youtu.be/D8K4Hk0UXGQ</p>
Service Unit Sheets	<p>SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).</p> <p>MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).</p> <p>DESCRIPTION: Enter the description of the service unit from your contract.</p> <p>ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.</p> <p>ACTUAL UNITS: Enter the units of service provided to residents <i>regardless of funding source or contract</i>. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.</p>
Narrative Sheet	<p>Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.</p>
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City Line Item Tables Sheet	<p><i>Optional</i> - only required if requesting funds from Bellevue, Federal Way, or Kent.</p> <p>BUDGET: Enter the budgeted amount from your contract.</p> <p>REQUEST, THIS QUARTER: Enter the amount requested for each line item.</p>

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Medical Care

Measurement: Appointment

The service unit is defined as a face-to-face visit with a nurse practitioner or doctor for diagnosis and treatment of acute and chronic illness, minor injuries, health screenings, preventive health services, and access to additional services (such as behavioral health and nutrition) as well as linkages to integrated or ancillary, specialty and inpatient health services. The average number of visits per patient is

Description:

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		9236	9042			18278
Bellevue	236	652	733			1385
Bothell	41	2172	1990			4162
Burien	39	2095	2124			4219
Covington	20	212	215			427
Des Moines	22	2312	2334			4646
Federal Way	53	7698	7801			15499
Issaquah	27	167	152			319
Kenmore	59	636	567			1203
Kent	59	11187	11268			22455
Kirkland	62	1687	1732			3419
Mercer Island						0
Redmond	112	1758	1996			3754
Renton	30	4721	4353			9074
Sammamish	23	111	102			213
SeaTac	145	1539	1364			2903
Shoreline	19	86	87			173
Tukwila	20	1190	1175			2365
Seattle		4254	4284			8538
Other KC						0
Outside KC						0
Unknown		7451	7223			14674
TOTAL	967	59164	58542	0	0	117706

NARRATIVE

During the second quarter of 2018, HealthPoint served 33,037 MOU city residents at our medical clinics. These residents were provided with expert, compassionate health care in more than 52 languages. HealthPoint continues to be a vital resource to these residents, 48% of whom live at or below the Federal Poverty Level and face numerous barriers to accessing health care including language (32% required an interpreter), transportation, and insurance status (15% were uninsured).

In addition to primary medical care, our clinics continue to provide wraparound services to help city residents get well and stay well. These services include dental care, behavioral health counseling, case management, nutrition counseling, insurance enrollment, opioid recovery, multilingual wellness classes, cancer prevention education and screenings, hepatitis c screening & treatment, and early childhood literacy promotion through our Reach Out and Read Program. While other healthcare organizations may offer a similar suite of services, what's unique about HealthPoint is how we fully integrate services to maximize efficiency, convenience, and positive health outcomes for patients. Our services are under one roof, with a common electronic health record shared by all providers. This means that if a patient comes in for a tooth extraction and they're overdue for an A1c test, their dental care team is aware of that need and will help them either get the test that day or schedule it. We know that many of our patients face transportation, cost, and childcare challenges that make coming to the clinic difficult. That's why we try to make the most of every visit.

This model of comprehensive, integrated care is aimed at helping every patient achieve good health so that

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		4924	2653			7577
Bellevue	71	403	242			645
Bothell	12	1338	665			2003
Burien	12	1069	578			1647
Covington	6	121	54			175
Des Moines	7	1302	640			1942
Federal Way	16	4532	2377			6909
Issaquah	6	93	53			146
Kenmore	13	398	186			584
Kent	59	6264	3245			9509
Kirkland	19	1021	563			1584
Mercer Island						0
Redmond	34	1046	655			1701
Renton	9	2586	1234			3820
Sammamish	7	64	32			96
SeaTac	44	825	353			1178
Shoreline	19	39	19			58
Tukwila	6	709	311			1020
Seattle						0
Other KC						0
Outside KC						0
Unknown		264	141			405
TOTAL	340	26998	14001	0	0	40999

HealthPoint Q2 2018 Medical Narrative

During the second quarter of 2018, HealthPoint served 33,037 MOU city residents at our medical clinics. These residents received expert, compassionate health care in more than 52 languages. HealthPoint continues to be a vital resource to these residents, 48% of whom live at or below the Federal Poverty Level and face numerous barriers to accessing health care including language (32% required an interpreter), transportation, and insurance status (15% were uninsured).

In addition to primary medical care, our clinics continue to provide wraparound services to help city residents get well and *stay well*. These services include dental care, behavioral health counseling, case management, nutrition counseling, insurance enrollment, opioid recovery, multilingual wellness classes, cancer prevention education and screenings, hepatitis c screening & treatment, and early childhood literacy promotion through our Reach Out and Read Program. While other healthcare organizations may offer a similar suite of services, what's unique about HealthPoint is how we fully integrate services to maximize efficiency, convenience, and positive health outcomes for patients. Our services are under one roof, with a common electronic health record shared by all providers. This means that if a patient comes in for a tooth extraction and they're overdue for an A1c test, their dental care team is aware of that need and will help them either get the test that day or schedule it. We know that many of our patients face transportation, cost, and childcare challenges that make coming to the clinic difficult. That's why we try to make the most of every visit.

This model of comprehensive, integrated care is aimed at helping every patient achieve good health so that they can lead a productive life, take care of their family, and contribute back to their community. While this model has some additional costs at the front-end, it has been shown to save local governments money in the long run by reducing things like work absenteeism and the need for patients to seek care in costlier settings like emergency rooms.

City funding is critical to improving the health and resilience of King County communities by making this comprehensive, high-quality, compassionate care available to ALL, regardless of income, insurance status, or other barriers.

Below are just a few examples of how city funds have helped HealthPoint make a big impact on the lives and health of city residents during Q2 of 2018.

In **Bothell**, we held our 7th annual Heroes for Health Family Fun Run & Walk on June 16. This wellness-focused event is free for patients and their family members and more than 400 patients and community members participated. It was wonderful to see so many Bothell patients getting active with their family members.

Our **Kent** clinic launched a Healthy Kids Summer Program on June 13. This summer-long program focuses on helping overweight children (BMI of 85 or greater) and their families learn about physical activity and healthy eating in a fun and hands-on way. Ten families are enrolled.



In Tukwila we held our 3rd Annual Get Active Kids' Day event on June 23rd. More than 200 Tukwila community members attended this free event celebrating our healthy, active community. Kids enjoyed games, activities, healthy snacks, and prizes, while parents had the opportunity to access resources related to health insurance, fitness, workforce development, and childcare.



In **Des Moines**, we used a March of Dimes grant to sponsor a CenteringPregnancy facilitation training in June for our staff and several community partners. CenteringPregnancy is an evidenced-based practice that takes OB Care out of the exam room and into a supportive group setting. The program has been shown to improve perinatal outcomes and social cohesion, something that is vital for many of our patients who experience isolation after relocating here from other countries. . So far, we have 14 patients enrolled and attending our Centering group.

In **SeaTac**, we recently launched two new classes. One is a free summer fitness group for teenagers at our Tye Clinic. It is offered every Monday and Wednesday during the summer and focuses on physical activity and healthy eating habits. This group is open to all Highline School District students and their siblings.



The second class is for adults and focused on helping patients control their diabetes and/or hypertension. The class is led by HealthPoint nurses, nutritionists, and psychologists. We already have 10 patients enrolled and learning about how to adapt traditional recipes to be healthier, family exercise options, and ways to manage stress and reduce blood pressure. The class is offered in English and Spanish and ends in December.

After the second session of the class, our SeaTac team sent us this note:

“We had a returning family: mom (diabetic uncontrolled) and daughter (pre-diabetes) who reported they got really motivated after the last session and had already made several changes in their habits such as not buying soda, eating smaller portions, and going for walks. When patients added weight and BP to their own tracking sheet, they were very excited to share that since last group daughter had lost 10 pounds and Mom had lost 4 pounds.”

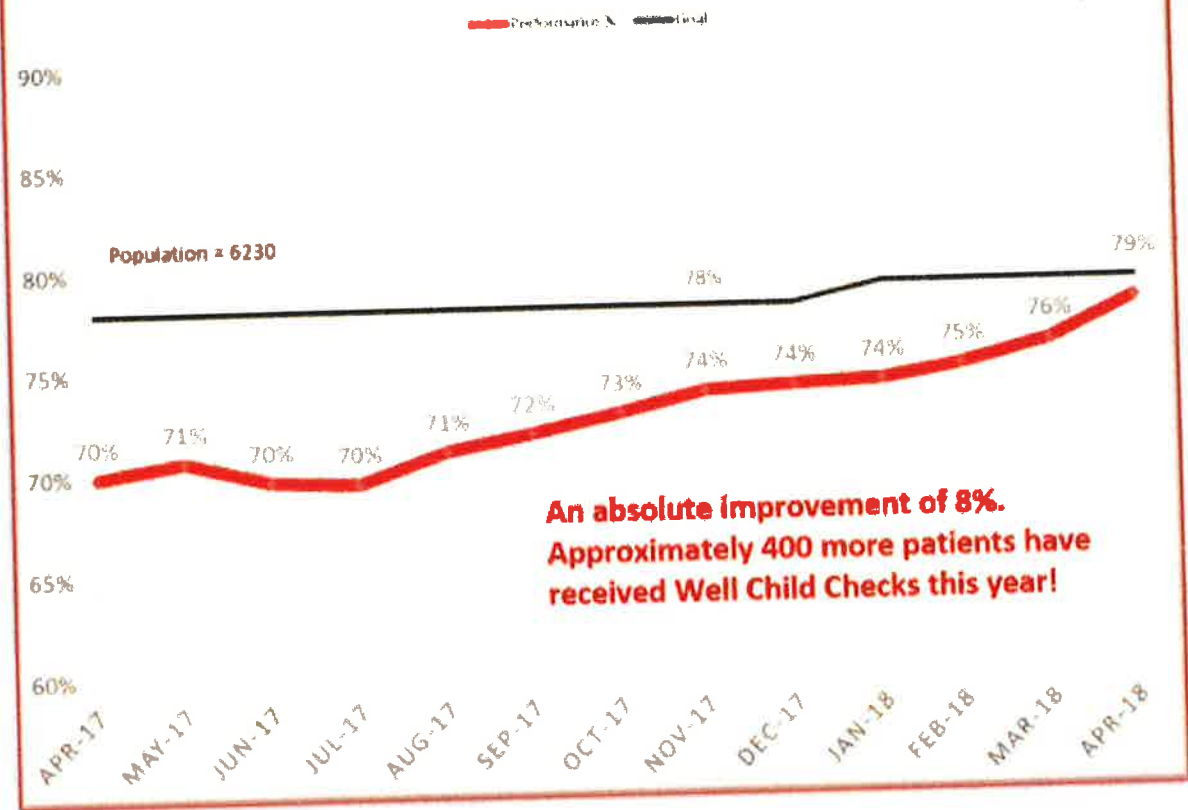


In **Renton**, we held a Substance Abuse class for the Renton/Skyway communities at the Cynthia A. Green Family Center. The class was led by a HealthPoint Behavioral Health Consultant and a RAYS counselor and provided information on how substance abuse affects families and their relationships. Participants were very grateful for the information and have requested more classes.

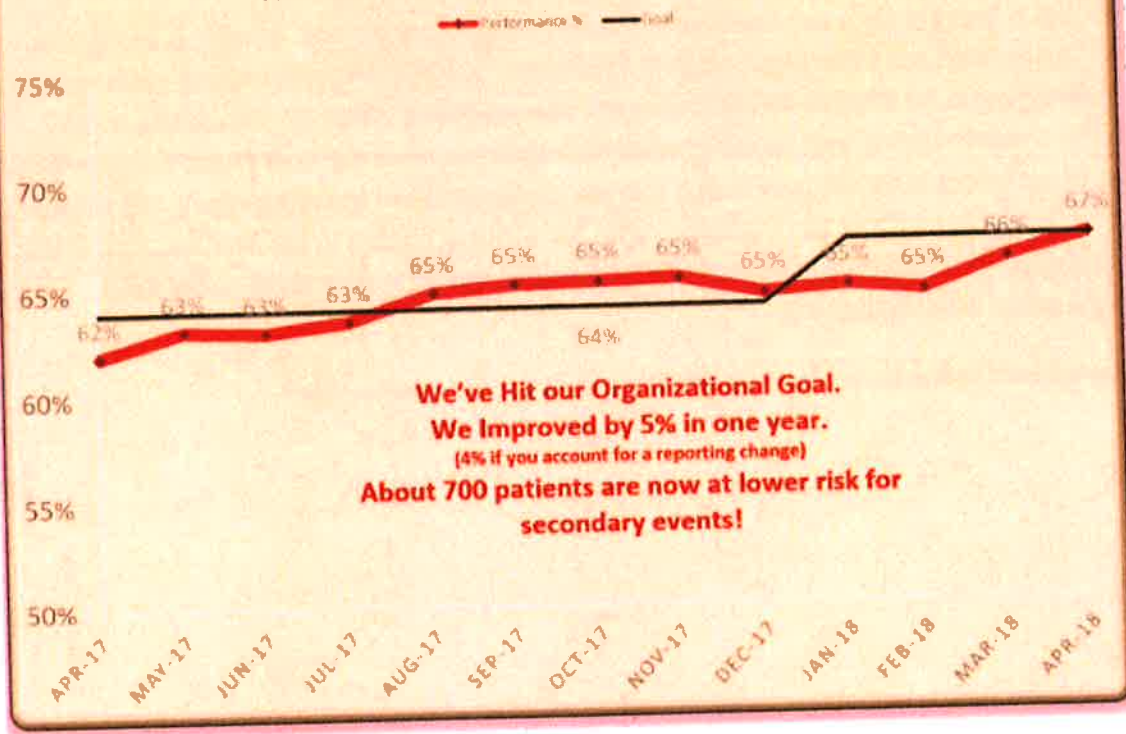
One patient that stands out from our **Auburn** clinic is a woman named Bernice. Bernice is a long-time patient who is uninsured and suffers from uncontrolled diabetes. About 6 months ago we were trying to reach her to bring her in for a follow-up visit as her last documented A1c was 12. She declined. We called her once a month for the next six months and during each contact she would have a reason for why she could not schedule. Finally, she told us that she could not afford the office copay. The second we heard that, we scrambled and found a way to offer her a visit at no cost to her. She was elated! We got her in to see her PCP, and RN and BH that same day to maximize her time. To our wonderful surprise, her A1c had dropped to a 9.2.

Finally, we wanted to share our progress on two organization-wide quality goals:

WELL CHILD CHECKS FOR CHILDREN 3-6 YEARS OF AGE



HYPERTENSION CONTROL <140/90 - %



REIMBURSEMENT REQUESTS

Agency and Program Name **Highline Area Food Bank**
 Address 18300 4th Ave. So.
 City & ZIP Burien 98148
 Program Contact Name Mike Werle Phone 206-433-9900
 Email thefbman@aol.com Invoice Date 7/11/2018
 Costs below incurred from 4/1/2018 to 6/30/2018
 Signature of Authorized Signer *Mike Werle* Printed Name Mike Werle

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien	4764	\$18,000.00	\$4,500.00	\$4,500.00			\$9,000.00
Covington							\$0.00
Des Moines							\$0.00
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish							\$0.00
SeaTac	167	\$12,000.00	\$3,000.00	<u>\$3,000.00</u>			\$6,000.00
Shoreline							\$0.00
Tukwila							\$0.00

Admin use only

Authorized Payment Amt:

Authorized Signature / City

APPROVED FOR PAYMENT

BY *Kim Cooper*

DATE: 7/17/18

BARS# 001.000.10.565.10.41.012

Authorization Code / Acct #

Date

01667

7/17/18

3,000.00

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

Reimbursement Sheet **CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.

ANNUAL AWARD AMT: The contracted award amount from a city to your program.

THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.

SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4HkOUXGQ>

SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).

MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).

Service Unit Sheets **DESCRIPTION:** Enter the description of the service unit from your contract.

ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.

ACTUAL UNITS: Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

Narrative Sheet Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

Residents Sheet **ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

ACTUAL # OF RESIDENTS: Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

City Line Item Tables Sheet *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.

BUDGET: Enter the budgeted amount from your contract.

REQUEST, THIS QUARTER: Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Food

Measurement: Pound of food

Description: Total pounds of food distributed to all clients

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien	82500	134473	136751			271224
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	185000	38951	43972			82923
Shoreline						0
Tukwila						0
Seattle						0
Other KC		21176	20527			41703
Outside KC						0
Unknown						0
TOTAL	267500	194600	201250	0	0	395850

SERVICE UNIT 2

Service Unit 2: Food

Measurement: Individual

Description: Number of duplicated individuals receiving food

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien	2800	3891	3765			7656
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	5300	1097	1081			2178
Shoreline						0
Tukwila						0
Seattle						0
Other KC		679	625			1304
Outside KC						0
Unknown						0
TOTAL	8100	5667	5471	0	0	11138

SERVICE UNIT 3

Service Unit 3: Food

Measurement: Individual

Description: Number of unduplicated residents served

	Actual Units, regardless of funding source					
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Auburn						0
Bellevue						0
Bothell						0
Burien	480	1537	342			1879
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	900	448	151			599
Shoreline						0
Tukwila						0
Seattle						0
Other KC		182	81			263
Outside KC						0
Unknown						0
TOTAL	1380	2167	574	0	0	2741

NARRATIVE

The 2nd Qtr was very weird. Our numbers of clients is continueing to trend downward while our amount of food available for our clients has never been better or so plentiful. We averaged over 36 lbs of food per client visit. The client visit trend continues to be very unbalanced from day to day. We tend to be busier at the end of the month and less busy at the begenning and the middle weeks. We had a record low day on June 19th of 29 clients, but the next 3 days we were open we had over 60 clients each day. It has created some interesting problems to solve. 3 times in the last 2 months we have opened up the one time a month service side for clients coming that day to give them an extra service for the month because we have had so much food. Since PCC opened we have added a lot of produce, bread, pastries, fresh soup, salad and sandwiches. We added with our Starbucks sandwiches our clients are getting about 4 - 6 sandwiches per person in their household per visit. The early days in the month we have been having so much produce we often have no limits on what a client can take. Our FB garden continues to do well and we have had a separate table se up for about 6 weeks now so our clients can choose from our organic garden produce. We continue to hear more stories of folks moving out of the area because of rent increases. I do think more folks are employed now and our evening distribution which happens on the 2nd Tuesday of each month which was last night produced are largest number of clients coming thru (39) since March 2017. We are about to revamp our food distribution line a little as we start a process with the help of North West Harvest and King County Public Health called the Healthy Food Initiactive which aims to encourage folks to eat healthier and lower their sodium intake. They have been out here twice to observe and my key volunteers, myself and them are setting down nxt Monday for 2 hours to start talking about what changes could work here to impliment there goal[s] for our clients. It continues to be a struggle trying to monitor the equity of our

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn						0
Bellevue						0
Bothell						0
Burien	480	1537	342			1879
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	900	448	151			599
Shoreline						0
Tukwila						0
Seattle						0
Other KC		182	81			263
Outside KC						0
Unknown						0
TOTAL	1380	2167	574	0	0	2741

REIMBURSEMENT REQUESTS

Agency and Program Name **Hospitality House**
 Address 1419 SW 150th St
 City & ZIP Burien, WA 9816
 Program Contact Name Sheenah Randolph Phone 206-242-1860
 Email sheenahr.hospitalityhouse@gmail.com Invoice Date 7/15/18
 Costs below incurred from 4/1/18 to 6/1/18
 Signature of Authorized Signer Printed Name Sheenah Randolph

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien		\$15,000.00	\$3,750.00	\$3,750.00			\$7,500.00
Covington							\$0.00
Des Moines		\$9,800.00	\$2,450.00				\$7,350.00
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish							\$0.00
SeaTac		\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Shoreline							\$0.00
Tukwila		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Enter your agency and program information.
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)
CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.
ANNUAL AWARD AMT: The contracted award amount from a city to your program.
THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.
SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4HkOUXGQ>
SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).
MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).
DESCRIPTION: Enter the description of the service unit from your contract.
ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.
ACTUAL UNITS: Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.
Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.
ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted.
ACTUAL # OF RESIDENTS: Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.
Optional - only required if requesting funds from Bellevue, Federal Way, or Kent.
BUDGET: Enter the budgeted amount from your contract.
REQUEST, THIS QUARTER: Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Shelter

Measurement: Bed night

Description: Description: Number of shelter bed nights provided. Average stay is 60-days but clients may stay up to 90 days.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn			0			0
Bellevue			0			0
Bothell			0			0
Burien	160	67	85			152
Covington			0			0
Des Moines	90	9	19			28
Federal Way			83			83
Issaquah			0			0
Kenmore			0			0
Kent		227	166			393
Kirkland			9			9
Mercer Island			0			0
Redmond			0			0
Renton		19	93			112
Sammamish			0			0
SeaTac	120	20	0			20
Shoreline			0			0
Tukwila	150	6	2			8
Seattle		410	213			623
Other KC			19			19
Outside KC			0			0
Unknown			0			0
TOTAL	520	758	689	0	0	1447

SERVICE UNIT 2

Service Unit 2: Food

Measurement: Meal

Description: 2 meals per day, each meal = one unit

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn			0			0
Bellevue			0			0
Bothell	320		0			0
Burien		134	336			470
Covington			0			0
Des Moines	180	19	38			57
Federal Way			166			166
Issaquah			0			0
Kenmore			0			0
Kent		455	332			787
Kirkland			18			18
Mercer Island			0			0
Redmond			0			0
Renton			186			186
Sammamish			0			0
SeaTac	240	40	0			40
Shoreline			0			0
Tukwila	300	12	4			16
Seattle		820	426			1246
Other KC			38			38
Outside KC			0			0
Unknown			0			0
TOTAL	1040	1480	1544	0	0	3024

SERVICE UNIT 3

Service Unit 3: Case Management

Measurement: 90 minutes

Description: 1.5 hours of case management per week, per client.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn			0			0
Bellevue			0			0
Bothell			0			0
Burien	23	12	8			20
Covington			0			0
Des Moines	13	2	4			6
Federal Way			12			12
Issaquah			0			0
Kenmore			0			0
Kent		25	33			58
Kirkland			2			2
Mercer Island			0			0
Redmond			0			0
Renton		2	9			11
Sammamish			0			0
SeaTac	17	4	0			4
Shoreline			0			0
Tukwila	22	2	2			4
Seattle		40	36			76
Other KC			3			3
Outside KC			0			0
Unknown			0			0
TOTAL	75	87	109	0	0	196

NARRATIVE

Q1 Client Stories - Marian described her life as typical, almost boring— she was married, owned a home, raised a family, and had a career. Marian explained she had always been a drinker but the depth of her issue went unnoticed because she didn't neglect her responsibilities and she worked hard to hide it. This changed after having surgery and also becoming addicted to pain killers. Marian's life spiraled and she lost everything.

When Marian came to Hospitality House, she was experiencing her fifth episode of homelessness since 2014.

She was on probation, attending court-ordered treatment, and had multiple relapses. Marian felt strongly transitional housing with support staff was the key to her long-term sobriety and stability. Marian worked closely with her case manager to apply for sober transitional housing and was accepted into a 1-year program.

Sherry is a 53-year-old White/Caucasian woman who has been homeless since completing inpatient treatment two months ago. Sherry's case plan will be centered around maintaining sobriety through intensive outpatient treatment and finding transitional or low income permanent housing with her disability income.

Q2 - Client Story

Irene had been homeless, working fulltime, and staying in an emergency shelter for a month before coming to Hospitality House. In the three months' prior, Irene had been in a month to month room rental. Irene was apprehensive about taking this rental from the start but with owing money on a past eviction, her options were quite limited. When the rental was terminated, Irene simply wasn't able to find anything in her budget and found herself homeless.

Irene was a very self-aware and capable client. She was able to identify what needed to be done but struggled with making a plan and executing it. Irene suffers from anxiety which had drastically increased due to her circumstances. Irene's case manager encouraged her to establish mental healthcare but helped her to break things down into small, manageable steps. Week by week, Irene made steady forward progress. After being able to clear her past eviction debt through the REACH program, Irene found a long-term room rental she loved.

Q2 – New Executive Director

Our long-time Executive Director, Natalie Reber, has accepted a new position as Executive Director for Family Law CASA. Her legacy to Hospitality House is a successful program that is financially solid. She contributed so much in her 10-year tenure, working to help women better their lives. Sheenah Randolph has taken on the role of Executive Director. Sheenah brings 8 years of experience at Hospitality House as case manager

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		1	0			1
Bellevue		0	0			0
Bothell		0	0			0
Burien	5	1	1			2
Covington		0	0			0
Des Moines	3	1	1			2
Federal Way		0	1			1
Issaquah		0	0			0
Kenmore		0	0			0
Kent		7	4			11
Kirkland		0	1			1
Mercer Island		0	0			0
Redmond		0	0			0
Renton		1	1			2
Sammamish		0	0			0
SeaTac	5	1	0			1
Shoreline		0	0			0
Tukwila	3	1	0			1
Seattle		10	8			18
Other KC			2			2
Outside KC			0			0
Unknown			0			0
TOTAL	16	23	19	0	0	42

REIMBURSEMENT REQUESTS

Agency and Program Name **Institute for Family Development/ PACT**
 Address 34004 16th Ave S., Suite 200
 City & ZIP Federal Way WA 98003
 Program Contact Name Kimberly House or Shelley Leavitt Phone 253-874-3630
 Email khouse@institutefamily.org Invoice Date 7/13/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer Printed Name Kimberly House

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way	\$16,000.00	\$4,000.00	\$4,000.00			\$8,000.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	\$7,500.00	\$1,875.00	\$1,875.00			\$3,750.00
Sammamish						\$0.00
SeaTac	\$8,500.00	\$2,125.00	<u>\$2,125.00</u>			\$4,250.00
Shoreline						\$0.00
Tukwila	17-025 \$21,600.00	\$3,510.00	\$7,290.00			\$10,800.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Vendor # 04725

Authorized Signature / City

APPROVED FOR PAYMENT

BY:

Kim Cooper

Date

7/17/18

DATE:

7/17/18

\$ 2,125.00

BARS#

001.000.10.645.10.41.012

PACT/IFD q1 2018

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

- Reimbursement Sheet**
 - Enter your agency and program information.
 - Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)
 - CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.
 - ANNUAL AWARD AMT:** The contracted award amount from a city to your program.
 - THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.
 - SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>
 - SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).
 - MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).
- Service Unit Sheets**
 - DESCRIPTION:** Enter the description of the service unit from your contract.
 - ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.
 - ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.
- Narrative Sheet**
 - Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.
 - ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.
- Residents Sheet**
 - ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.
- City Line Item Tables Sheet**
 - Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.
 - BUDGET:** Enter the budgeted amount from your contract.
 - REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Counseling (e.g., Mental Health, Domestic Violence, Substance Abuse, Housing, Employment)

Measurement: 60 minutes

PACT is an in-home family counseling intervention consisting of approximately 40 hours of service over three months. Families must have at least one child in the

Description: home, and this can be delivered to parents or caregivers raising their children. Therapists use an engagement style of motivational interviewing to assist families in identifying goals. Evidence based strategies are used to address family

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way	208	53.08	25.85			78.93
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	104	38.86	10.03			48.89
Sammamish						0
SeaTac	142	28.26	58.6			86.86
Shoreline						0
Tukwila	304	19.68	125.03			144.71
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	758	139.88	219.51	0	0	359.39

NARRATIVE

Please see PDF attachment for Narrative.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way	24	7	0			7
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	8	3	0			3
Sammamish						0
SeaTac	12	8	5			13
Shoreline						0
Tukwila	8 H.H.	6	17			23
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	44	24	22	0	0	46

CITY LINE ITEM TABLES

BELLEVUE Line Item Table

*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel						\$0.00	\$0.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FEDERAL WAY Line Item Table

*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel						\$0.00	\$0.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

KENT Line Item Table

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	#####	\$3,424.24	\$3,402.83			\$6,827.07	\$9,172.93
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	#####	\$3,424.24	\$3,402.83	\$0.00	\$0.00	\$6,827.07	\$9,172.93

Institute for Family Development

PACT Narrative Q2 2018

The Institute for Family Development appreciates our on-going PACT funding in Federal Way, Renton, Sea Tac, and Tukwila. We have also appreciated our community partners at the network of agencies serving our communities. This quarter I think we have all sensed an increasing sense of poignancy, fear and isolation among immigrant families in general and those families who are seeking asylum, or in our communities looking for a better life for their children. This certainly and most deeply affects those families, but also those of us endeavoring to support our neighbors caught in these situations. It has brought a sense of confusion and hopelessness at times and an increase in the secondary trauma we are experiencing as therapists and helpers. I can imagine that many of our community partners are feeling the same way. I know for my team, this has meant taking more time to support, listen and validate the trauma and stress that has no end in sight at the moment in our communities. IFD is sponsoring an agency wide retreat by Laura van Dernoot Lipsky of the Trauma Stewardship Institute in November of this year, which will be attended by most all of us, including our Support Staff who are affected daily by reading and processing paperwork for our teams around the state.

Here is a snapshot of our work in each of our funded communities.

Federal Way- WE successfully completed interventions with two families during this second quarter. WE also had three additional families who were referred this quarter. Each of these families for some reason or another decided not to participate. For one family, for sure, they decided to return to their home country in Central America. We are not sure about the specific circumstances; however, knowing the current climate in our country, I am not altogether surprised. As of the end of second quarter we have met 37% of our service hour goals and 30% of our goal toward residents served. If any of those referred families whom I spoke of had been ready to participate, our deliverables certainly would have been higher at this point. WE will work on recruiting a family for this summer, and be prepared to hit the ground running when school starts.

Renton- We completed with one family during this quarter, and have another family in the queue to start after the family returns from visiting family in S. America over the summer. In addition to this family, we will have room for one more Renton family to round out our annual goals. At this moment, we have reached 38% of our resident goals and 48% of our service hour goals.

SeaTac- In Sea Tac, we successfully completed services with one family who were struggling with housing and truancy with their teens. By the end of the intervention, the family thought they had located more suitable housing, and had also made strides in encouraging their children to enroll in on-line programming. They feel like they have a much better handle on parenting their teens and setting limits. We have met our goal for residents served annually, and 60% of our service hours have been achieved. We will be able to serve one to two more families this year. At this time, we have a family who is awaiting a spot to open.

Tukwila- WE have completed services with one referred family, and are in the middle of four additional interventions at this time. Four out of the five families served this quarter are either Spanish speaking or Somali speaking. In two of these families, their therapists have supported parents to reach out for trauma therapy for children who have experienced sexual abuse, and in one family to reach out for mental health services for their son who had experienced a sharp decline in his behavior at school and home in the last several months. Their therapist has supported them to learn about mental health services, explore their values, and become comfortable in achieving treatment for their child. This child required short term placement in the psychiatric clinic at Children's Hospital. If PACT had not been involved, I believe this family would have had many more barriers to accessing services. As of June 30, we have served five families, or 62% of our annual goal, and were able to make up for low referral rates during the first quarter. We have met 41% of our annual goal for service hours. At this time, we have two families who are waiting for us to have team openings to be able to start services.

REIMBURSEMENT REQUESTS

Agency and Program Name King County Bar Association - Pro Bono Services
 Address 1200 5th Ave, Suite 700
 City & ZIP Seattle 98101
 Program Contact Name Anne Daly Phone 206-267-7018
 Email AnneD@kcba.org Invoice Date 7/13/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer Printed Name Anne Daly

	Contract ID#	Annual Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Balance Remaining
Auburn	GF-17/1823	\$2,000.00	\$500.00	\$500.00			\$1,000.00
Bellevue		\$8,818.00	\$2,204.50	\$2,204.50			\$4,409.00
Bothell							\$0.00
Burien							\$0.00
Covington							\$0.00
Des Moines							\$0.00
Federal Way		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Issaquah	31700132	\$3,000.00	\$750.00	\$750.00			\$1,500.00
Kenmore							\$0.00
Kent		\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Kirkland		\$3,500.00	\$875.00	\$875.00			\$1,750.00
Mercer Island							\$0.00
Redmond	8341	\$3,500.00	\$875.00	\$875.00			\$1,750.00
Renton		\$7,500.00	\$1,875.00	\$1,875.00			\$3,750.00
Sammamish							\$0.00
SeaTac		\$6,000.00	\$1,500.00	\$1,500.00			\$3,000.00
Shoreline							\$0.00
Tukwila		\$3,500.00	\$0.00	\$1,750.00			\$1,750.00

Admin use only

Authorized Payment Amt: Authorization Code / Acct # #15594

Authorized Signature / City **APPROVED FOR PAYMENT** Date 7/17/18

BY Jim Cooper

DATE 7/17/18

BARS# 001.000.10.565.10.41.012

\$ 1,500.00

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

Reimbursement Sheet **CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.

ANNUAL AWARD AMT: The contracted award amount from a city to your program.

THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.

SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>

SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).

MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).

Service Unit Sheets **DESCRIPTION:** Enter the description of the service unit from your contract.

ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.

ACTUAL UNITS: Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

Narrative Sheet Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

Residents Sheet **ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

ACTUAL # OF RESIDENTS: Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

City Line Item Tables Sheet *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.

BUDGET: Enter the budgeted amount from your contract.

REQUEST, THIS QUARTER: Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: Household

Description: Number of households served represents the number of households that received legal help from PBS's Housing Justice Project and Neighborhood Legal Clinics

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	14	112	111			223
Bellevue	48	110	87			197
Bothell	N/A	26	19			45
Burien	N/A	67	76			143
Covington	N/A	0	0			0
Des Moines	N/A	6	4			10
Federal Way	35	150	151			301
Issaquah	21	21	24			45
Kenmore	N/A	15	5			20
Kent	70	222	195			417
Kirkland	25	58	47			105
Mercer Island	N/A	12	13			25
Redmond	25	47	26			73
Renton	60	163	139			302
Sammamish	N/A	12	5			17
SeaTac	60	35	41			76
Shoreline	N/A	3	5			8
Tukwila	N/A	42	40			82
Seattle		1305	1119			2424
Other KC		105	67			172
Outside KC		94	109			203
Unknown		0	1			1
TOTAL	358	2605	2284	0	0	4889

SERVICE UNIT 2

Service Unit 2: Legal Services

Measurement: 60 minutes

Description: Number of Attorney Hours represents the amount of time a volunteer attorney donated on advising or representing individuals and/or families. Clients on average will receive 30 minutes to 5 hours of legal help at no cost. Each hour of legal help is valued at \$250.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	36	89.3	122			211.3
Bellevue	122	65	43.5			108.5
Bothell	N/A	13	10			23
Burien	N/A	48	64.4			112.4
Covington	N/A	0	0			0
Des Moines	N/A	9.5	11.6			21.1
Federal Way	89	132	156.4			288.4
Issaquah	54	11	13			24
Kenmore	N/A	7.2	5.5			12.7
Kent	176	224.5	183.2			407.7
Kirkland	63	30	28			58
Mercer Island	N/A	6.5	6.5			13
Redmond	63	27.3	13			40.3
Renton	147	113.5	100			213.5
Sammamish	N/A	7	2.5			9.5
SeaTac	100	26.7	91.9			118.6
Shoreline	N/A	1.5	2.6			4.1
Tukwila	45	26.1	31.8			57.9
Seattle		752.2	674			1426.2
Other KC		77	56.7			133.7
Outside KC		47	54.5			101.5
Unknown		0	0.5			0.5
TOTAL	895	1714.3	1671.6	0	0	3385.9

NARRATIVE

With rent continuing to increase in King County, the number of clients served by the Housing Justice Project has been increasing. The Neighborhood Legal Clinics continues to serve a high number of clients and acts as a conduit for clients to obtain ongoing representation. We are developing new partnerships within our referral network so that we can better assist clients with their full range of needs. In the first quarter of 2017 we developed a new partnership with the Center for Children and Youth Justice to help us serve the young adult population.

The King County Bar Association's Housing Justice Project has become a nationally recognized program. In March, a group of attorneys, judges, and paralegals from Milwaukee came to observe the Housing Justice Project in order to model our program and practices in Milwaukee. We have remained in touch with the Milwaukee group as they continue to launch their program.

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	31	187	333			520
Bellevue	105	126	88			214
Bothell	N/A	30	34			64
Burien	N/A	86	176			262
Covington	N/A	0	0			0
Des Moines	N/A	14	8			22
Federal Way	76	227	382			609
Issaquah	46	28	60			88
Kenmore	N/A	15	6			21
Kent	152	392	517			909
Kirkland	54	72	89			161
Mercer Island	N/A	12	20			32
Redmond	54	53	65			118
Renton	134	203	338			541
Sammamish	N/A	16	12			28
SeaTac	150	55	77			132
Shoreline	N/A	5	11			16
Tukwila	60	51	98			149
Seattle		1441	1956			3397
Other KC		142	156			298
Outside KC		94	232			326
Unknown		0	3			3
TOTAL	862	3249	4661	0	0	7910

CITY LINE ITEM TABLES

BELLEVUE Line Item Table *Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$8,818.00	\$2,204.50	\$2,204.50			\$4,409.00	\$4,409.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$8,818.00	\$2,204.50	\$2,204.50	\$0.00	\$0.00	\$4,409.00	\$4,409.00

FEDERAL WAY Line Item Table *Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00	\$2,500.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$5,000.00	\$1,250.00	\$1,250.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00

KENT Line Item Table

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00	\$5,000.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	#####	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00

REIMBURSEMENT REQUESTS

Agency and Program Name **KingCounty SexualAssault Resource Cntr, Comprehensive Sexual Assault Srvcs**
 Address 200 Mill Ave S., Ste 10
 City & ZIP Renton, WA 98057
 Program Contact Name Comprehensive Sexual Assault Services Phone 425-282-0358
 Email cjackson@kcsarc.org Invoice Date 7/16/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer See PDF Reimbursement Request Signed Printed Name Mary Ellen Stone

Contract ID#	Annual			Reimbursement Requests			Balance Remaining
	Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		\$22,500.00	\$6,046.89	\$5,597.91			\$10,855.20
Bellevue	GF 201	\$74,909.00	\$19,477.25	\$20,598.39			\$34,833.36
Bothell		\$0.00	\$0.00	\$0.00			\$0.00
Burien		\$7,800.00	\$2,096.26	\$1,940.61			\$3,763.13
Covington		\$5,362.00	\$1,441.04	\$1,334.04			\$2,586.92
Des Moines		\$4,142.00	\$1,113.17	\$1,030.51			\$1,998.32
Federal Way		\$21,000.00	\$5,643.77	\$5,224.72			\$10,131.51
Issaquah		\$9,360.00	\$2,340.00	\$2,340.00			\$4,680.00
Kenmore		\$3,120.00	\$780.00	\$780.00			\$1,560.00
Kent		\$25,000.00	\$6,250.00	\$6,250.00			\$12,500.00
Kirkland		\$19,000.00	\$4,750.00	\$4,750.00			\$9,500.00
Mercer Island		\$3,175.00	\$793.75	\$793.75			\$1,587.50
Redmond		\$16,104.00	\$4,026.00	\$4,026.00			\$8,052.00
Renton		\$32,000.00	\$8,600.03	\$7,961.48			\$15,438.49
Sammamish		\$5,039.00	\$1,259.75	\$1,259.75			\$2,519.50
SeaTac		\$8,424.00	\$2,263.96	\$2,095.86			\$4,064.18
Shoreline		\$8,000.00	\$2,000.00	\$2,000.00			\$4,000.00
Tukwila		\$8,300.00	\$2,280.00	\$2,065.01			\$4,004.37

*MOU**

APPROVED FOR PAYMENT

Admin use only BY: Jim Cooper DATE: 7/17/18 Authorization Code / Acct # 2,095.86
 Authorized Payment Amt: 2,095.86
 Authorized Signature / City: [Signature] Date: 7/17/18
 BARS# 001.000.10.565.10.41.012

Calculated Total	\$273,235.00	\$71,112.49	\$70,048.03	\$0.00	\$0.00	\$132,074.48
S. Cities	109,528	\$29,435.74	\$27,250.14	\$0.00	\$0.00	\$52,842.12
Kent	25,000	\$6,250.00	\$6,250.00	\$0.00	\$0.00	\$12,500.00
Bellevue	138,707	\$35,426.75	\$36,547.89	\$0.00	\$0.00	\$66,732.36
Total	273,235	\$71,112.49	\$70,048.03	\$0.00	\$0.00	\$132,074.48
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SERVICE UNIT 1

Service Unit 1: Advocacy

Measurement: 60 minutes

Description: Legal & General Advocacy Services provided in English & Spanish for child, youth & adult victims of sexual violence & their families. Services help victims navigate the criminal justice system, access needed services, gain skills to support their loved ones who have been victimized.

	Annual Goal	Actual Units, regardless of funding source				YTD	% Achiev
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	209	296	413			709	339%
Bellevue	678	247	239			486	72%
Bothell						0	
Burien	73	226	140			366	501%
Covington	50	53	48			101	202%
Des Moines	39	128	166			294	754%
Federal Way	194	396	481			877	452%
Issaquah	88	88	92			180	205%
Kenmore	30	2	0			2	7%
Kent	234	707	629			1336	571%
Kirkland	178	94	126			220	124%
Mercer Island	27	20	12			32	119%
Redmond	154	177	135			312	203%
Renton	297	484	650			1134	382%
Sammamish	47	41	54			95	202%
SeaTac	79	120	91			211	267%
Shoreline	73	139	79			218	299%
Tukwila	77	68	30			98	127%
Seattle		519	513			1032	
Other KC		693	622			1315	
Outside KC		675	487			1162	
Unknown		520	409			929	
TOTAL	2527	5693	5416	0	0	11109	

NARRATIVE

Q2 CLIENTS SERVED: KCSARC has already achieved at least 50% of the annual client goals for all of the joint cities, except Kenmore. Please see actual # of clients served for each city in the residents section of the report.

Q2 ADVOCACY SERVICE HOURS: KCSARC has already achieved at least 50% of the annual advocacy goals for all of the joint cities, except Kenmore. Please see actual # of hrs served for each city in the advocacy service unit section.

SOUTH CITIES POOLED CONTRACT NARRATIVE: Please see separate attachment.

KENT: During Q2 2018, KCSARC provided services to 4 residents of the Panther Lake Community.

NARRATIVE: Sexual Assault Awareness Month (SAAM) takes place each April and is an opportunity to raise public awareness about sexual violence, how to prevent it, and how to get help. This year, KCSARC ran a "30 Days, 30 Ways You Can Help End Sexual Violence" campaign to spread prevention messaging, spark engagement, and reach new supporters. Cities throughout King County engaged in this campaign with vigor: **Renton** Mayor Denis Law and **Kirkland** Mayor Amy Walen joined forces with Sound Cities Association Director Deanna Dawson to urge colleagues throughout King County to engage in the month. Their leadership paved the way for KCSARC staff and volunteers to secure proclamations from more municipalities than ever before for SAAM, 35 in all. These included **Auburn, Bellevue, Burien, Covington, Des Moines, Federal Way, Issaquah, Kenmore, Kent, Kirkland, Mercer Island, Redmond, Renton, Sammamish, SeaTac, Shoreline, and Tukwila** as well as King County. KCSARC supplied a video PSA (*see online link below*), plus social media and web content to participating cities, which they used to help educate communities. In addition, a new partnership between King County Metro Transit and KCSARC was *announced (see online link below)* during SAAM. KCSARC engaged local media as well, which carried several *news (see online link below)* stories as well as letters to the editor from our volunteers in communities thanking local leaders who engaged in SAAM.

Online links for references in Narrative:

PSA: <https://www.facebook.com/KCSARC/videos/10156901284689179/>

Announced: <https://www.seattletimes.com/seattle-news/after-metoo-movement-king-county-metro-transit-seein>

News: <http://www.rentonreporter.com/news/kcsarc-launches-campaign-to-end-sexual-violence/>

RESIDENTS

	Annual Goal	Actual # of Residents				YTD	% Achiev
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	74	117	65			182	246%
Bellevue	121	85	35			120	99%
Bothell						0	
Burien	38	60	25			85	224%
Covington	15	14	3			17	113%
Des Moines	22	38	13			51	232%
Federal Way	60	138	51			189	315%
Issaquah	25	36	8			44	176%
Kenmore	7	3	0			3	43%
Kent	74	148	47			195	264%
Kirkland	41	48	17			65	159%
Mercer Island	4	6	0			6	150%
Redmond	35	53	11			64	183%
Renton	90	168	52			220	244%
Sammamish	12	15	6			21	175%
SeaTac	26	29	15			44	169%
Shoreline	18	26	7			33	183%
Tukwila	24	25	8			33	138%
Seattle		317	199			516	
Other KC		262	55			317	
Outside KC		244	93			337	
Unknown		292	209			501	
TOTAL	686	2124	919	0	0	3043	

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Reimbursement Sheet Enter your agency and program information.
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)
CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.
ANNUAL AWARD AMT: The contracted award amount from a city to your program.
THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.
SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>
SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).
MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).
Service Unit Sheets **DESCRIPTION:** Enter the description of the service unit from your contract.
ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.
ACTUAL UNITS: Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.
Narrative Sheet Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.
Residents Sheet **ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.
ACTUAL # OF RESIDENTS: Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.
City Line Item Tables Sheet *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.
BUDGET: Enter the budgeted amount from your contract.
REQUEST, THIS QUARTER: Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

City of Bellevue April to June 2018 Expenses

Sum of Amount

Column Labels

Row Labels	Apr	May	Jun	Grand Total
31598 Bellevue	11,754.88	12,799.85	11,993.16	36,547.89
Personnel	10,305.70	11,252.50	10,526.24	32,084.44
7010	8,154.64	9,024.20	8,319.04	25,497.88
Salaries	8,154.64	9,024.20	8,319.04	25,497.88
MEGAN K. ALLEN - LEGAL ADVOCATE MGR	3,130.09	3,729.69	3,387.47	10,247.25
HANA M. FERRONATO - LEGAL ADVOCATE	1,102.19	910.85	969.23	2,982.27
KAYLA GOSS - LEGAL ADVOCATE	684.16	764.20	796.42	2,244.78
ALEX J HENRY - LEGAL ADVOCATE	2,013.96	2,250.32	1,956.80	6,221.08
HALEY LAMPMAN - LEGAL ADVOCATE	1,224.24	1,369.14	1,209.12	3,802.50
7110	939.56	923.98	950.14	2,813.68
Medical Insurance	939.56	923.98	950.14	2,813.68
MEGAN K. ALLEN - LEGAL ADVOCATE MGR	291.89	291.89	291.49	875.27
HANA M. FERRONATO - LEGAL ADVOCATE	133.07	111.26	123.61	367.94
KAYLA GOSS - LEGAL ADVOCATE	90.12	91.82	105.44	287.38
ALEX J HENRY - LEGAL ADVOCATE	265.26	270.38	270.38	806.02
HALEY LAMPMAN - LEGAL ADVOCATE	159.22	158.63	159.22	477.07
7120	114.80	112.85	116.04	343.69
Dental Insurance	114.80	112.85	116.04	343.69
MEGAN K. ALLEN - LEGAL ADVOCATE MGR	35.92	35.92	35.87	107.71
HANA M. FERRONATO - LEGAL ADVOCATE	16.37	13.69	15.20	45.26
KAYLA GOSS - LEGAL ADVOCATE	10.88	11.08	12.73	34.69
ALEX J HENRY - LEGAL ADVOCATE	32.03	32.64	32.64	97.31
HALEY LAMPMAN - LEGAL ADVOCATE	19.60	19.52	19.60	58.72
7130	95.92	93.65	95.23	284.80
STD, LTD, Life Insurance, AD&D	95.92	93.65	95.23	284.80
MEGAN K. ALLEN - LEGAL ADVOCATE MGR	38.94	38.44	37.89	115.27
HANA M. FERRONATO - LEGAL ADVOCATE	12.58	10.40	11.45	34.43
KAYLA GOSS - LEGAL ADVOCATE	7.63	7.78	8.93	24.34
ALEX J HENRY - LEGAL ADVOCATE	22.45	22.88	22.88	68.21
HALEY LAMPMAN - LEGAL ADVOCATE	14.32	14.15	14.08	42.55
7140	301.28	354.43	342.01	997.72
401(k)-Employer Contribution	301.28	354.43	342.01	997.72
MEGAN K. ALLEN - LEGAL ADVOCATE MGR	149.20	149.20	148.99	447.39
HANA M. FERRONATO - LEGAL ADVOCATE	39.35	36.87	36.17	112.39
KAYLA GOSS - LEGAL ADVOCATE	20.52	22.92	23.89	67.33
ALEX J HENRY - LEGAL ADVOCATE	41.43	90.01	82.18	213.62
HALEY LAMPMAN - LEGAL ADVOCATE	50.78	55.43	50.78	156.99
7201	637.93	676.97	642.30	1,957.20
Employer FICA	637.93	676.97	642.30	1,957.20
MEGAN K. ALLEN - LEGAL ADVOCATE MGR	254.71	254.72	254.35	763.78
HANA M. FERRONATO - LEGAL ADVOCATE	84.27	80.59	77.46	242.32
KAYLA GOSS - LEGAL ADVOCATE	51.70	57.82	60.17	169.69
ALEX J HENRY - LEGAL ADVOCATE	152.18	170.23	155.25	477.66
HALEY LAMPMAN - LEGAL ADVOCATE	95.07	113.61	95.07	303.75
7203	46.26	51.00	46.42	143.68
StWA Workers' Comp	46.26	51.00	46.42	143.68
MEGAN K. ALLEN - LEGAL ADVOCATE MGR	13.57	17.15	14.48	45.20
HANA M. FERRONATO - LEGAL ADVOCATE	6.27	5.31	6.16	17.74
KAYLA GOSS - LEGAL ADVOCATE	4.29	5.04	5.50	14.83
ALEX J HENRY - LEGAL ADVOCATE	13.92	14.86	12.17	40.95
HALEY LAMPMAN - LEGAL ADVOCATE	8.21	8.64	8.11	24.96
7204	15.31	15.42	15.06	45.79
Unemployment Trust-501(c)	15.31	15.42	15.06	45.79
MEGAN K. ALLEN - LEGAL ADVOCATE MGR	9.32	9.32	9.31	27.95
HANA M. FERRONATO - LEGAL ADVOCATE	2.82	2.63	2.58	8.03
HALEY LAMPMAN - LEGAL ADVOCATE	3.17	3.47	3.17	9.81
Office/Operations	218.76	214.56	214.56	647.88
9710	218.76	214.56	214.56	647.88
Alloc Occupancy - Rent	218.76	214.56	214.56	647.88
Alloc Occupancy - Rent	218.76	214.56	214.56	647.88
Communication	55.04	52.92	54.12	162.08
8210	55.04	52.92	54.12	162.08
Telephone	55.04	52.92	54.12	162.08
MEGAN K. ALLEN - LEGAL ADVOCATE MGR	27.50	27.50	27.46	82.46
HANA M. FERRONATO - LEGAL ADVOCATE	12.54	10.48	11.66	34.68
HALEY LAMPMAN - LEGAL ADVOCATE	15.00	14.94	15.00	44.94
Other	1,175.38	1,279.87	1,198.24	3,653.49
9800	1,175.38	1,279.87	1,198.24	3,653.49
Indirect Cost Expense	1,175.38	1,279.87	1,198.24	3,653.49
Indirect Cost Allocation	1,175.38	1,279.87	1,198.24	3,653.49
Grand Total	11,754.88	12,799.85	11,993.16	36,547.89



King County
Sexual Assault
Resource Center

SeaTac Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

New Clients this period: 15

Total Clients this period: 33

Total Clients YTD: 44

Client Counts

Service	Adult	Child	Period Totals	YTD Totals	New (In Period)
General Advocacy: Adult	7	0	7	10	7
General Advocacy: Case Management	0	2	2	2	2
General Advocacy: Child Advocacy	0	10	10	19	5
General Advocacy: Parent Education	0	0	0	2	0
Legal Advocacy	7	19	26	32	9
Medical Advocacy	0	0	0	2	0
Resource Line: Crisis Intervention	1	0	1	1	1
Resource Line: Information & Referral	1	0	1	6	1
Therapy	1	3	4	6	3
Totals:	17	34	51	80	28

Contact Hours

Service	Adult	Child	Period Totals	YTD Totals	Qtrly Advocacy Hrs Total
General Advocacy: Adult	3.33	0.00	3.33	6.92	91
General Advocacy: Case Management	0.00	0.83	0.83	0.83	
General Advocacy: Child Advocacy	0.00	5.17	5.17	22.75	
General Advocacy: Parent Education	0.00	0.00	0.00	2.67	
Legal Advocacy	9.17	71.25	80.42	176.50	
Medical Advocacy	0.00	0.00	0.00	0.17	
Resource Line: Crisis Intervention	0.33	0.00	0.33	0.33	
Resource Line: Information & Referral	0.42	0.00	0.42	1.58	
Therapy	13.67	18.42	32.08	45.25	
Totals:	26.92	95.67	122.58	257.00	

Contact Counts

Service	Adult	Child	Period Totals	YTD Totals
General Advocacy: Adult	33	0	33	66
General Advocacy: Case Management	0	5	5	5
General Advocacy: Child Advocacy	0	42	42	155
General Advocacy: Parent Education	0	0	0	9
Legal Advocacy	43	338	381	757
Medical Advocacy	0	0	0	2
Resource Line: Crisis Intervention	1	0	1	1
Resource Line: Information & Referral	2	0	2	13
Therapy	16	26	42	70
Totals:	95	411	506	1,078



King County
Sexual Assault
Resource Center

Renton Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

New Clients this period: 52

Total Clients this period: 163

Total Clients YTD: 220

Contact Counts				
Service	Adult	Child	Period Totals	YTD Totals
General Advocacy: Adult	141	0	141	348
General Advocacy: Case Management	11	33	44	93
General Advocacy: Child Advocacy	0	401	401	754
General Advocacy: Parent Education	0	253	253	441
Legal Advocacy	544	1,550	2,094	3,671
Medical Advocacy	1	1	2	17
Resource Line: Crisis Intervention	20	3	23	30
Resource Line: Information & Referral	24	5	29	82
Therapy	118	361	479	812
Therapy: Adult Group Therapy	10	0	10	15
Therapy: PHP Phone Screen	1	9	10	19
Therapy: Psychiatric	0	2	2	7
Totals:	870	2,618	3,488	6,289



King County
Sexual Assault
Resource Center

Auburn Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

New Clients this period: 65

Total Clients this period: 155

Total Clients YTD: 182

Client Counts

Service	Adult	Child	Period Totals	YTD Totals	New (In Period)
General Advocacy: Adult	22	1	23	39	16
General Advocacy: Case Management	2	2	4	6	4
General Advocacy: Child Advocacy	0	46	46	74	37
General Advocacy: Parent Education	1	16	17	22	8
Legal Advocacy	33	77	110	122	35
Medical Advocacy	9	2	11	14	11
Resource Line: Crisis Intervention	4	0	4	7	4
Resource Line: Information & Referral	7	5	12	19	12
Therapy	6	11	17	22	10
Therapy: Adult Group Therapy	0	0	0	1	0
Therapy: PHP Phone Screen	1	3	4	4	4
Totals:	85	163	248	330	141

Contact Hours

Service	Adult	Child	Period Totals	YTD Totals	Qtrly Advocacy Hrs Total
General Advocacy: Adult	19.08	0.83	19.92	36.75	413
General Advocacy: Case Management	0.67	7.42	8.08	8.33	
General Advocacy: Child Advocacy	0.00	45.00	45.00	77.58	
General Advocacy: Parent Education	3.17	36.17	39.33	57.17	
Legal Advocacy	82.75	212.25	295.00	528.42	
Medical Advocacy	1.00	0.33	1.33	1.92	
Resource Line: Crisis Intervention	1.08	0.00	1.08	2.42	
Resource Line: Information & Referral	2.08	1.33	3.42	4.58	
Therapy	35.00	81.67	116.67	202.50	
Therapy: Adult Group Therapy	0.00	0.00	0.00	2.42	
Therapy: PHP Phone Screen	0.08	0.25	0.33	0.33	
Totals:	144.92	385.25	530.17	922.42	



King County
Sexual Assault
Resource Center

Auburn Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

New Clients this period: 65

Total Clients this period: 155

Total Clients YTD: 182

Contact Counts

Service	Adult	Child	Period Totals	YTD Totals
General Advocacy: Adult	157	7	164	296
General Advocacy: Case Management	4	6	10	13
General Advocacy: Child Advocacy	0	351	351	567
General Advocacy: Parent Education	5	135	140	239
Legal Advocacy	443	1,063	1,506	2,863
Medical Advocacy	12	4	16	23
Resource Line: Crisis Intervention	6	0	6	12
Resource Line: Information & Referral	13	10	23	33
Therapy	50	162	212	384
Therapy: Adult Group Therapy	0	0	0	6
Therapy: PHP Phone Screen	1	3	4	4
Totals:	691	1,741	2,432	4,440



King County
Sexual Assault
Resource Center

Burien Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

New Clients this period: 25

Total Clients this period: 62

Total Clients YTD: 85

Client Counts

Service	Adult	Child	Period Totals	YTD Totals	New (In Period)
General Advocacy: Adult	7	0	7	10	5
General Advocacy: Case Management	2	0	2	2	0
General Advocacy: Child Advocacy	0	14	14	22	12
General Advocacy: Parent Education	1	7	8	8	2
Legal Advocacy	6	33	39	58	7
Medical Advocacy	1	1	2	5	2
Resource Line: Crisis Intervention	1	3	4	6	4
Resource Line: Information & Referral	3	5	8	12	8
Therapy	6	6	12	14	1
Therapy: Adult Group Therapy	1	0	1	1	1
Therapy: PHP Phone Screen	0	0	0	2	0
Totals:	28	69	97	140	42

Contact Hours

Service	Adult	Child	Period Totals	YTD Totals	Qtrly Advocacy Hrs Total
General Advocacy: Adult	5.83	0.00	5.83	9.08	140
General Advocacy: Case Management	1.17	0.00	1.17	3.83	
General Advocacy: Child Advocacy	0.00	14.00	14.00	29.00	
General Advocacy: Parent Education	3.58	22.50	26.08	88.33	
Legal Advocacy	9.50	78.83	88.33	231.58	
Medical Advocacy	0.08	0.08	0.17	0.50	
Resource Line: Crisis Intervention	0.58	0.92	1.50	2.25	
Resource Line: Information & Referral	0.42	2.17	2.58	3.92	
Therapy	14.00	33.58	47.58	122.25	
Therapy: Adult Group Therapy	16.92	0.00	16.92	16.92	
Therapy: PHP Phone Screen	0.00	0.00	0.00	0.25	
Totals:	52.08	152.08	204.17	507.92	

Contact Counts

Service	Adult	Child	Period Totals	YTD Totals
General Advocacy: Adult	37	0	37	66
General Advocacy: Case Management	5	0	5	26
General Advocacy: Child Advocacy	0	91	91	206
General Advocacy: Parent Education	4	73	77	191
Legal Advocacy	57	454	511	1,250
Medical Advocacy	1	1	2	5
Resource Line: Crisis Intervention	1	5	6	9
Resource Line: Information & Referral	3	14	17	25
Therapy	29	53	82	188
Therapy: Adult Group Therapy	11	0	11	11
Therapy: PHP Phone Screen	0	0	0	3
Totals:	148	691	839	1,980



King County
Sexual Assault
Resource Center

Covington Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

New Clients this period: 3

Total Clients this period: 15

Total Clients YTD: 17

Client Counts

Service	Adult	Child	Period Totals	YTD Totals	New (In Period)
General Advocacy: Adult	0	1	1	2	1
General Advocacy: Child Advocacy	0	3	3	7	2
General Advocacy: Parent Education	0	2	2	3	0
Legal Advocacy	2	10	12	13	3
Resource Line: Crisis Intervention	1	1	2	2	1
Resource Line: Information & Referral	0	0	0	1	0
Therapy	2	2	4	4	0
Therapy: PHP Phone Screen	0	1	1	1	1
Totals:	5	20	25	33	8

Contact Hours

Service	Adult	Child	Period Totals	YTD Totals	Qtrly Advocacy Hrs Total
General Advocacy: Adult	0.00	0.42	0.42	1.00	48
General Advocacy: Child Advocacy	0.00	1.83	1.83	6.42	
General Advocacy: Parent Education	0.00	3.17	3.17	8.67	
Legal Advocacy	0.50	41.25	41.75	82.83	
Resource Line: Crisis Intervention	0.50	0.50	1.00	2.17	
Resource Line: Information & Referral	0.00	0.00	0.00	0.17	
Therapy	15.00	1.17	16.17	41.67	
Therapy: PHP Phone Screen	0.00	0.17	0.17	0.17	
Totals:	16.00	48.50	64.50	143.08	

Contact Counts

Service	Adult	Child	Period Totals	YTD Totals
General Advocacy: Adult	0	3	3	10
General Advocacy: Child Advocacy	0	16	16	52
General Advocacy: Parent Education	0	19	19	39
Legal Advocacy	4	155	159	410
Resource Line: Crisis Intervention	4	1	5	14
Resource Line: Information & Referral	0	0	0	1
Therapy	35	6	41	103
Therapy: PHP Phone Screen	0	2	2	2
Totals:	43	202	245	631



King County
Sexual Assault
Resource Center

Des Moines Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

New Clients this period: 13

Total Clients this period: 38

Total Clients YTD: 51

Client Counts

Service	Adult	Child	Period Totals	YTD Totals	New (In Period)
General Advocacy: Adult	5	0	5	8	5
General Advocacy: Case Management	0	2	2	3	1
General Advocacy: Child Advocacy	0	13	13	24	7
General Advocacy: Parent Education	0	5	5	7	2
Legal Advocacy	3	27	30	34	8
Medical Advocacy	1	2	3	6	3
Resource Line: Crisis Intervention	0	1	1	3	1
Resource Line: Information & Referral	1	2	3	9	3
Therapy	0	5	5	7	3
Therapy: PHP Phone Screen	0	1	1	3	1
Totals:	10	58	68	104	34

Contact Hours

Service	Adult	Child	Period Totals	YTD Totals	Qtrly Advocacy Hrs Total
General Advocacy: Adult	5.50	0.00	5.50	6.75	166
General Advocacy: Case Management	0.00	4.75	4.75	9.42	
General Advocacy: Child Advocacy	0.00	10.83	10.83	32.83	
General Advocacy: Parent Education	0.00	22.00	22.00	38.08	
Legal Advocacy	7.58	114.33	121.92	207.92	
Medical Advocacy	0.08	0.25	0.33	0.75	
Resource Line: Crisis Intervention	0.00	0.33	0.33	0.83	
Resource Line: Information & Referral	0.17	0.58	0.75	2.17	
Therapy	0.00	33.33	33.33	63.25	
Therapy: PHP Phone Screen	0.00	0.08	0.08	0.25	
Totals:	13.33	186.50	199.83	362.25	

Contact Counts

Service	Adult	Child	Period Totals	YTD Totals
General Advocacy: Adult	31	0	31	41
General Advocacy: Case Management	0	10	10	35
General Advocacy: Child Advocacy	0	85	85	249
General Advocacy: Parent Education	0	83	83	150
Legal Advocacy	29	552	581	986
Medical Advocacy	1	3	4	8
Resource Line: Crisis Intervention	0	1	1	4
Resource Line: Information & Referral	1	4	5	15
Therapy	0	45	45	74
Therapy: PHP Phone Screen	0	1	1	3
Totals:	62	784	846	1,565



King County
Sexual Assault
Resource Center

Federal Way Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

New Clients this period: 51

Total Clients this period: 143

Total Clients YTD: 189

<i>Client Counts</i>					
Service	Adult	Child	Period Totals	YTD Totals	New (In Period)
General Advocacy: Adult	24	2	26	48	19
General Advocacy: Case Management	0	2	2	5	2
General Advocacy: Child Advocacy	1	39	40	62	26
General Advocacy: Parent Education	1	15	16	21	11
Legal Advocacy	34	75	109	136	29
Medical Advocacy	3	1	4	13	4
Resource Line: Crisis Intervention	2	3	5	7	5
Resource Line: Information & Referral	6	3	9	15	8
Therapy	8	12	20	28	3
Therapy: Adult Group Therapy	2	0	2	4	0
Therapy: PHP Phone Screen	1	2	3	6	3
Therapy: Psychiatric	0	2	2	2	1
Totals:	82	156	238	347	111

<i>Contact Hours</i>					
Service	Adult	Child	Period Totals	YTD Totals	Qtrly Advocacy Hrs Total
General Advocacy: Adult	20.33	1.67	22.00	44.75	481
General Advocacy: Case Management	0.00	9.00	9.00	9.42	
General Advocacy: Child Advocacy	0.08	44.00	44.08	77.08	
General Advocacy: Parent Education	0.08	44.75	44.83	84.42	
Legal Advocacy	147.33	208.33	355.67	651.58	
Medical Advocacy	0.67	0.08	0.75	1.92	
Resource Line: Crisis Intervention	0.67	1.42	2.08	2.92	
Resource Line: Information & Referral	0.92	1.17	2.08	4.00	
Therapy	48.25	68.58	116.83	240.42	
Therapy: Adult Group Therapy	0.33	0.00	0.33	0.92	
Therapy: PHP Phone Screen	0.08	0.17	0.25	0.50	
Therapy: Psychiatric	0.00	3.17	3.17	3.67	
Totals:	218.75	382.33	601.08	1,121.58	



King County
Sexual Assault
Resource Center

Federal Way Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

New Clients this period: 51

Total Clients this period: 143

Total Clients YTD: 189

Contact Counts				
Service	Adult	Child	Period Totals	YTD Totals
General Advocacy: Adult	200	12	212	388
General Advocacy: Case Management	0	8	8	12
General Advocacy: Child Advocacy	1	350	351	591
General Advocacy: Parent Education	1	167	168	295
Legal Advocacy	730	1,105	1,835	3,386
Medical Advocacy	8	1	9	22
Resource Line: Crisis Intervention	6	7	13	16
Resource Line: Information & Referral	7	7	14	27
Therapy	70	159	229	455
Therapy: Adult Group Therapy	3	0	3	12
Therapy: PHP Phone Screen	1	2	3	6
Therapy: Psychiatric	0	4	4	9
Totals:	1,027	1,822	2,849	5,219



King County
Sexual Assault
Resource Center

Renton Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

New Clients this period: 52

Total Clients this period: 163

Total Clients YTD: 220

Client Counts

Service	Adult	Child	Period Totals	YTD Totals	New (In Period)
General Advocacy: Adult	25	0	25	41	16
General Advocacy: Case Management	3	9	12	18	9
General Advocacy: Child Advocacy	0	49	49	90	32
General Advocacy: Parent Education	0	38	38	43	21
Legal Advocacy	31	84	115	132	22
Medical Advocacy	1	1	2	9	2
Resource Line: Crisis Intervention	7	2	9	16	9
Resource Line: Information & Referral	8	2	10	38	9
Therapy	14	29	43	57	18
Therapy: Adult Group Therapy	3	0	3	5	2
Therapy: PHP Phone Screen	1	9	10	18	10
Therapy: Psychiatric	0	1	1	2	1
Totals:	93	224	317	469	151

Contact Hours

Service	Adult	Child	Period Totals	YTD Totals	Qtrly Advocacy Hrs Total
General Advocacy: Adult	19.08	0.00	19.08	51.33	650
General Advocacy: Case Management	5.33	6.17	11.50	19.33	
General Advocacy: Child Advocacy	0.00	54.67	54.67	108.25	
General Advocacy: Parent Education	0.00	56.75	56.75	120.92	
Legal Advocacy	106.50	392.92	499.42	824.42	
Medical Advocacy	0.08	0.08	0.17	4.42	
Resource Line: Crisis Intervention	4.50	0.50	5.00	6.58	
Resource Line: Information & Referral	2.58	0.67	3.25	11.08	
Therapy	68.50	210.67	279.17	463.75	
Therapy: Adult Group Therapy	10.75	0.00	10.75	12.83	
Therapy: PHP Phone Screen	0.08	0.75	0.83	1.67	
Therapy: Psychiatric	0.00	2.08	2.08	4.17	
Totals:	217.42	725.25	942.67	1,628.75	



King County
Sexual Assault
Resource Center

Tukwila Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

New Clients this period: 8

Total Clients this period: 23

Total Clients YTD: 33

Client Counts

Service	Adult	Child	Period Totals	YTD Totals	New (In Period)
General Advocacy: Adult	5	0	5	7	4
General Advocacy: Child Advocacy	0	3	3	14	3
General Advocacy: Parent Education	0	1	1	1	0
Legal Advocacy	5	13	18	22	4
Medical Advocacy	0	1	1	1	1
Resource Line: Crisis Intervention	0	0	0	1	0
Resource Line: Information & Referral	2	0	2	3	2
Therapy	1	3	4	4	1
Therapy: Adult Group Therapy	0	0	0	1	0
Therapy: PHP Phone Screen	0	0	0	1	0
Totals:	13	21	34	55	15

Contact Hours

Service	Adult	Child	Period Totals	YTD Totals	Qtrly Advocacy Hrs Total
General Advocacy: Adult	1.83	0.00	1.83	3.92	30
General Advocacy: Child Advocacy	0.00	5.00	5.00	21.00	
General Advocacy: Parent Education	0.00	0.25	0.25	0.25	
Legal Advocacy	6.08	16.25	22.33	71.50	
Medical Advocacy	0.00	0.25	0.25	0.25	
Resource Line: Crisis Intervention	0.00	0.00	0.00	0.33	
Resource Line: Information & Referral	0.33	0.00	0.33	0.42	
Therapy	0.08	15.25	15.33	30.67	
Therapy: Adult Group Therapy	0.00	0.00	0.00	0.08	
Therapy: PHP Phone Screen	0.00	0.00	0.00	0.17	
Totals:	8.33	37.00	45.33	128.58	

Contact Counts

Service	Adult	Child	Period Totals	YTD Totals
General Advocacy: Adult	15	0	15	29
General Advocacy: Child Advocacy	0	34	34	159
General Advocacy: Parent Education	0	1	1	1
Legal Advocacy	52	103	155	333
Medical Advocacy	0	3	3	3
Resource Line: Crisis Intervention	0	0	0	2
Resource Line: Information & Referral	3	0	3	4
Therapy	1	40	41	79
Therapy: Adult Group Therapy	0	0	0	2
Therapy: PHP Phone Screen	0	0	0	2
Totals:	71	181	252	614

Q2 2018 South Cities Pooled Contract Narrative

Outreach:

KCSARC's System Coordinator continues to set up training with police departments. This quarter she had a series of trainings with the Renton Police Department. In addition, the system coordinator has been very active in collaborating with the Sexual Assault Nurse Examiners (SANEs) who provide forensic medical exams for all victims presenting at South County hospitals who are not a part of the Harborview network. She has also met with the CPS supervisors in Kent* for the purpose of ensuring that victims of sexual assault are referred into services early. KCSARC advocates can provide support to the victim, their family and other guardians involved in keeping kids safe. Support in the early stages of an investigation allows families to be informed of the process as well as connects victims to counseling and legal advocacy services.

*Kent is not included in the South Cities Pooled Contract

South King County Client Story:

Laurie** and her husband Steven** called KCSARC upon the advice of their pediatrician. During a regular well child check, their daughter disclosed to the physician that an adult family friend had touched her private parts while babysitting. The doctor made a mandatory report to CPS and gave the family a referral to KCSARC. Understandably, they were very upset when they called KCSARC's 24 hour Resource Line. They were able to get immediate support from an advocate counselor. This support came at just the right time and moment they needed it most. Hearing the disclosure of their daughter sent them into another world. The person they have come to know and trust like a family member betrayed them. Their daughter is the center of their world and this man brought pain into her life. Laurie and Steve were beside themselves at this news. The Resource Line Advocate was able to answer all of their questions and give them timely support. At the close of the call they were reassured that they would receive a follow up phone call during the next business day to establish on-going services. Since that day, they have been receiving parent education to help them understand the impact of the abuse on their daughter now and during her developmental years. And their daughter is in counseling. They are also receiving legal advocacy as this case proceeds through the criminal justice system. More than anything, they express gratitude for having KCSARC available immediately when they needed the most support.

**names changed for anonymity

City of Des Moines:

KCSARC did not include any South Correctional Entity (SCORE) service counts in the joint cities report for the City of Des Moines. The Q2 Des Moines Service Summary Report does not include any calls from SCORE. In addition, KCSARC did not receive any calls from SCORE during the quarter.



King County
Sexual Assault
Resource Center

Kent Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

New Clients this period: 47

Total Clients this period: 150

Total Clients YTD: 195

Client Counts

Service	Adult	Child	Period Totals	YTD Totals	New (In Period)
General Advocacy: Adult	15	0	15	32	10
General Advocacy: Case Management	3	4	7	11	4
General Advocacy: Child Advocacy	1	43	44	68	28
General Advocacy: Parent Education	1	19	20	23	11
Legal Advocacy	26	85	111	139	22
Medical Advocacy	2	4	6	14	6
Resource Line: Crisis Intervention	1	2	3	6	3
Resource Line: Information & Referral	4	6	10	18	10
Therapy	11	18	29	37	12
Therapy: Adult Group Therapy	2	0	2	3	1
Therapy: PHP Phone Screen	0	3	3	5	3
Therapy: Psychiatric	2	0	2	3	2
Totals:	68	184	252	359	112

Contact Hours

Service	Adult	Child	Period Totals	YTD Totals	Qtrly Advocacy Hrs Total
General Advocacy: Adult	11.08	0.00	11.08	33.17	629
General Advocacy: Case Management	31.42	21.00	52.42	61.58	
General Advocacy: Child Advocacy	0.83	44.00	44.83	85.83	
General Advocacy: Parent Education	3.58	50.75	54.33	104.42	
Legal Advocacy	92.25	370.33	462.58	1,065.33	
Medical Advocacy	0.17	0.42	0.58	1.83	
Resource Line: Crisis Intervention	0.33	0.92	1.25	2.83	
Resource Line: Information & Referral	0.50	1.33	1.83	3.50	
Therapy	69.92	142.58	212.50	352.17	
Therapy: Adult Group Therapy	4.25	0.00	4.25	6.42	
Therapy: PHP Phone Screen	0.00	0.25	0.25	0.50	
Therapy: Psychiatric	2.50	0.00	2.50	2.67	
Totals:	216.83	631.58	848.42	1,720.25	



King County
Sexual Assault
Resource Center

Kent Service Summary

Reporting Period: 04/01/2018 - 06/30/2018

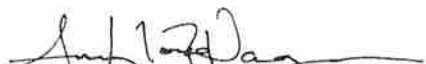
New Clients this period: 47

Total Clients this period: 150

Total Clients YTD: 195

Contact Counts				
Service	Adult	Child	Period Totals	YTD Totals
General Advocacy: Adult	83	0	83	237
General Advocacy: Case Management	22	37	59	91
General Advocacy: Child Advocacy	8	333	341	666
General Advocacy: Parent Education	24	213	237	431
Legal Advocacy	466	1,463	1,929	3,788
Medical Advocacy	2	5	7	18
Resource Line: Crisis Intervention	1	5	6	13
Resource Line: Information & Referral	4	11	15	28
Therapy	133	209	342	601
Therapy: Adult Group Therapy	3	0	3	6
Therapy: PHP Phone Screen	0	3	3	5
Therapy: Psychiatric	2	0	2	3
Totals:	748	2,279	3,027	5,887

REIMBURSEMENT REQUESTS

Agency and Program Name **Lutheran Community Services NW - Angle Lake Family Resource Center**
 Address 4040 S. 188th St. #100
 City & ZIP SeaTac, WA 98188
 Program Contact Name Amy Lloyd Wagner Phone 206.816.3241
 Email alloydwagner@lcsnw.org Invoice Date 7/16/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer  Printed Name Amy Lloyd Wagner

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$47,000.00	\$11,750.00	\$11,750.00			\$23,500.00
Shoreline						\$0.00
Tukwila	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct # **# 02385**

Authorized Signature / City

APPROVED FOR PAYMENT

Date **7/17/18**

BY *Kim Cooper*

DATE 7-17-18

\$ 11,750.00

BARS# 000.000.10.505.10.41.012

Paid on:
8/3/18
\$ 11,750.00
k.121914

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Enter your agency and program information.
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

Reimbursement Sheet **CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.
ANNUAL AWARD AMT: The contracted award amount from a city to your program.
THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.
SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>
SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).
MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).

Service Unit Sheets **DESCRIPTION:** Enter the description of the service unit from your contract.
ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.
ACTUAL UNITS: Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.
Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

Narrative Sheet

Residents Sheet **ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.
ACTUAL # OF RESIDENTS: Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

City Line Item Tables Sheet *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.
BUDGET: Enter the budgeted amount from your contract.
REQUEST, THIS QUARTER: Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.
Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Outreach

Measurement: Individual

Description: Number of individuals served through events that provide family stability including Tax Prep Assistance, Holiday of Hope, and Back to School Fair

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		8	7			15
Bellevue		1	2			3
Bothell		0	0			0
Burien		14	1			15
Covington		0	0			0
Des Moines		35	18			53
Federal Way		28	6			34
Issaquah		1	0			1
Kenmore		0	0			0
Kent		50	22			72
Kirkland		0	0			0
Mercer Island		0	0			0
Redmond		0	0			0
Renton		6	0			6
Sammamish		0	0			0
SeaTac	3025	114	30			144
Shoreline		0	0			0
Tukwila		19	8			27
Seattle		80	31			111
Other KC		2	0			2
Outside KC		7	1			8
Unknown		76	0			76
TOTAL	3025	441	126	0	0	567

SERVICE UNIT 2

Service Unit 2: Training/Workshops/Classes

Measurement: Individual

Description: Number of individuals that attend support groups and workshops designed to facilitate community connections and build skills towards self-sufficiency

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		50	66			116
Bellevue		1	0			1
Bothell		0	0			0
Burien		9	24			33
Covington		34	18			52
Des Moines		37	42			79
Federal Way		27	31			58
Issaquah		0	0			0
Kenmore		0	0			0
Kent	160	175	281			456
Kirkland		3	6			9
Mercer Island		0	0			0
Redmond		13	13			26
Renton		14	35			49
Sammamish		3	17			20
SeaTac	1515	514	441			955
Shoreline		0	0			0
Tukwila		6	89			95
Seattle		16	27			43
Other KC		43	177			220
Outside KC		1	2			3
Unknown		22	45			67
TOTAL	1675	968	1314	0	0	2282

SERVICE UNIT 3

Service Unit 3: Counseling (e.g., Mental Health, Domestic Violence, Substance Abuse, Housing, Employment)

Measurement: Individual

Description: Number of individuals that access ICCS mental health and complex medical case management services

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		43	8			51
Bellevue		12	3			15
Bothell		3	1			4
Burien		13	5			18
Covington		6	0			6
Des Moines		22	7			29
Federal Way		56	19			75
Issaquah		1	0			1
Kenmore		9	2			11
Kent	88	244	25			269
Kirkland		9	0			9
Mercer Island		0	0			0
Redmond		5	0			5
Renton		26	2			28
Sammamish		2	0			2
SeaTac	50	35	12			47
Shoreline		9	1			10
Tukwila	20	38	5			43
Seattle		90	16			106
Other KC		24	0			24
Outside KC		44	0	28		72
Unknown		4	0			4
TOTAL	158	695	106	28	0	829

NARRATIVE

Please see attached Word File.

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		67	21			88
Bellevue		15	5			20
Bothell		4	2			6
Burien		43	19			62
Covington		10	0			10
Des Moines		120	70			190
Federal Way		140	101			241
Issaquah		2	14			16
Kenmore		9	2			11
Kent	190	472	191			663
Kirkland		10	1			11
Mercer Island		0	0			0
Redmond		8	0			8
Renton		45	15			60
Sammamish		4	0			4
SeaTac	2775	506	292			798
Shoreline		11	1			12
Tukwila	80	95	117			212
Seattle		214	84			298
Other KC		74	67			141
Outside KC		61	42			103
Unknown		101	64			165
TOTAL	3045	2011	1108	0	0	3119

CITY LINE ITEM TABLES

BELLEVUE Line Item Table *Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel						\$0.00	\$0.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FEDERAL WAY Line Item Table *Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel						\$0.00	\$0.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

KENT Line Item Table

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	#####	\$2,500.00	\$2,500.00			\$5,000.00	\$5,000.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
TOTAL	#####	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00

Lutheran Community Services NW 2nd Quarter Report 2018

Lutheran Community Services NW continues to assist the community in accessing resources and receiving services that improve individual and family health, self-sufficiency, and connection to community. This quarter the Family Resource Center (FRC) and other South King County programming continued to expand our offerings to the community. Below are some highlights.

Tax Prep – The tax season was extremely successful this year and ran very smoothly. Clients were served with better trained volunteers and an incredibly responsible site manager from the UWKC this year. In total 589 families filed tax returns and \$995,398 came back to hard working families in tax returns.

Computer Club – We continue to see an increase in the use of these times and clients have expressed excitement over the skills that they are learning.

Non-Traditional Support Groups - Over the past two quarters we have increased the number of non-traditional support groups offered. We have begun an African Men's Support Group at the ALFRC as well as an Afghan Support Group. Both groups are working to get established.

Counseling and case management for refugee, asylee and immigrant clients continues to be steady and includes residents from Kent, SeaTac and Tukwila.

On June 20th we celebrated World Refugee Day at the ALFRC by inviting volunteers to come and pack Emergency Food Bags for our clients (any client can receive an EFB, not only refugees). 15 volunteers joined us to pack over 100 Emergency Food Bags which contain enough food for 1 person for 7 days. Over \$4000 in food was donated to make this a possibility and will allow us to have emergency food bags for approximately 2 months of client need. Please see the photos below of this great event.

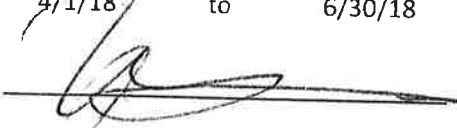
The numbers for Service Unit 1 are low, but that is a reflection of the fact that the Back to School Fair and Holiday of Hope take place in the 3rd and 4th quarters respectively.

While it is not a service area that we report on, we continue to complete an average of 400-500 one-on-one walk in resource and referral sessions with clients on a monthly basis. These sessions range from health insurance enrollments to Orca Lift enrollments, to clients receiving basic needs, or advocacy around problematic issues the client is facing. A large number of these clients are from SeaTac and Kent. A smaller number come from Tukwila.

We look forward to continuing to serve the clients of SeaTac, Kent, and Tukwila throughout the year.



REIMBURSEMENT REQUESTS

Agency and Program Name **Multi Service Center- Rent & Emergency Assistance**
 Address PO BOX 23699 1200 S. 336th St
 City & ZIP Federal Way, 98003
 Program Contact Name Manuela Ginnett Phone 253-838-6810 ext. 162
 Email manuela.g@mschelps.org Invoice Date 7/16/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer  Printed Name Joe Evers, Finance Dir.

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines	\$7,667.00	\$586.74	\$846.53			\$6,233.73
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer						\$0.00
Island						\$0.00
Redmond						\$0.00
Renton	CAG-1705	\$24,000.00	\$6,773.77	\$3,693.69		\$13,532.54
Sammamish						\$0.00
SeaTac		\$32,000.00	\$8,000.00	\$8,000.00		\$16,000.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only


Authorized Payment Amt:

Authorization Code / Acct # **03545**

Authorized Signature / City

Date **8/7/18**

APPROVED FOR PAYMENT

BY: 

DATE: 8/7/18

BARCODE: **001000.10.565.10.41.012**

SERVICE UNIT 1

Service Unit 1: Financial Aid

Measurement: Voucher

Description: Financial Aid can include payment on behalf of an individual toward their rent or utilities such as PSE, water, sewer. Individuals may be provided with bus tickets or motel vouchers. An individual may receive one or more of the above.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn			1			1
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines		1	3			4
Federal Way			1			1
Issaquah						0
Kenmore						0
Kent		16	35			51
Kirkland						0
Mercer Island						0
Redmond						0
Renton	32	8	9			17
Sammamish						0
SeaTac	40	12	7			19
Shoreline						0
Tukwila	48	11	13			24
Seattle			1			1
Other KC						0
Outside KC						0
Unknown						0
TOTAL	120	48	70	0	0	118

REIMBURSEMENT REQUESTS

Agency and Program Name Multi Service Center- Rent & Emergency Assistance
 Address PO BOX 23699 1200 S. 336th St
 City & ZIP Federal Way, 98003
 Program Contact Name Manuela Ginnett Phone 253-838-6810 ext. 162
 Email manuelag@mschelps.org Invoice Date 10/15/18
 Costs below incurred from 7/1/18 to 9/30/18
 Signature of Authorized Signer  Printed Name Joe Evers, Finance Dir.

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines	\$7,667.00	\$586.74	\$794.53	\$318.95		\$5,966.78
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	CAG-1705 \$24,000.00	\$6,773.77	\$3,693.69	\$6,069.79		\$7,462.75
Sammamish						\$0.00
SeaTac	\$32,000.00	\$8,000.00	\$8,000.00	\$8,000.00		\$8,000.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt: _____ Authorization Code / Acct # _____
 Authorized Signature / City _____ Date _____

SERVICE UNIT 1

Service Unit 1: Financial Aid

Measurement: Voucher

Description: Financial Aid can include payment on behalf of an individual toward their rent or utilities such as PSE, water, sewer. Individuals may be provided with bus tickets or motel vouchers. An individual may receive one or more of the above.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn			1	1		2
Bellevue						0
Bothell						0
Burien				2		2
Covington						0
Des Moines		1	3	1		5
Federal Way			1	20		21
Issaquah						0
Kenmore						0
Kent		30	39	57		126
Kirkland						0
Mercer Island						0
Redmond						0
Renton	32	8	9	10		27
Sammamish						0
SeaTac	40	12	7	14		33
Shoreline						0
Tukwila	48	11	13	12		36
Seattle			1	1		2
Other KC				1		1
Outside KC						0
Unknown						0
TOTAL	120	62	74	119	0	255

NARRATIVE

New this year are funds for Des Moines. We have had fewer than anticipated Des Moines residents and some of those who have contacted us have had rent needs far higher than the \$500 per household assistance limit. We had a slowdown in eligible SeaTac callers and are behind in the number of residents to be served. We have an updated outreach plan to connect with Des Moines and SeaTac households and are confident the funds will be spent and numbers met by the end of December 2018.

Tukwila customers continue to contact city staff who refer them to our program. The city sets the assistance amount for each household. All other cities' customers access the program through the agency's weekly Rent/EAP phone line. This report covers rent and emergency assistance for Kent, Renton, SeaTac, Des Moines and Tukwila and is for rent assistance only for Federal Way. Although MSC doesn't receive city funding from other cities, households from those cities may receive assistance through King County HSP funds, via a subcontract with Solid Ground or small private funds sometimes donated to MSC.


Trends in general for all cities continue to be that most households are in need of large amounts of assistance with multiple bills and/or rent. Incomes are low while rent and utility bills are high. Although staff attempt to provide pointers to the households on ways to save, too many simply have inadequate income.

It is important to understand that comparing numbers served to the number of dollars funded by each individual city would provide misleading comparisons. For example, Federal Way funds may only be used for rent assistance which leads to a higher average household assistance amount. The city of Tukwila sets a limited assistance allowance per household.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn			6	1		7
Bellevue						0
Bothell						0
Burien				4		4
Covington						0
Des Moines		3	12	5		20
Federal Way			6	67		73
Issaquah						0
Kenmore						0
Kent		71	114	88		273
Kirkland						0
Mercer Island						0
Redmond						0
Renton	76	23	25	27		75
Sammamish						0
SeaTac	80	19	12	17		48
Shoreline						0
Tukwila	48	25	35	33		93
Seattle			1	1		2
Other KC				1		1
Outside KC						0
Unknown				14		14
TOTAL	204	141	211	258	0	610

REIMBURSEMENT REQUESTS


Agency and Program Name **Multi Service Center-Emergency & Transitional Housing**
 Address PO BOX 23699 1200 S. 336th St
 City & ZIP Federal Way, 98003
 Program Contact Name Manuela Ginnett Phone 253-838-6810 x162
 Email manuela.g@mscnc.org Invoice Date 7/16/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer  Printed Name Joe Evers, Finance Dir.
7/16/18

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$8,000.00	\$2,000.00	\$2,000.00			\$4,000.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	\$4,500.00	\$1,125.00	\$1,125.00			\$2,250.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way	\$34,000.00	\$8,500.00	\$8,500.00			\$17,000.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	\$8,000.00	\$2,000.00	\$2,000.00			\$4,000.00
Sammamish						\$0.00
SeaTac	\$8,000.00	\$2,000.00	\$2,000.00		MOU*	\$4,000.00
Shoreline						\$0.00
Tukwila	\$4,000.00	\$1,000.00	\$1,000.00			\$2,000.00

Admin use only

Authorized Payment Amt: _____ Authorization Code / Acct # _____

Authorized Signature / City  Date 7/31/18

APPROVED FOR PAYMENT
 BY 
 DATE: 7/31/18

BARS# 001.000.10.525.10.41.012

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn	12	7	0			7
Bellevue		3				3
Bothell						0
Burien	7	0	4			4
Covington						0
Des Moines						0
Federal Way	22	19	6			25
Issaquah						0
Kenmore						0
Kent		28	6			34
Kirkland						0
Mercer Island						0
Redmond						0
Renton	12	13	0			13
Sammamish						0
SeaTac	12	3	7			10
Shoreline						0
Tukwila	6	5	7			12
Seattle						0
Other KC						0
Outside KC		25	12			37
Unknown						0
TOTAL	71	103	42	0	0	145

SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: Appointment

Description: Case Management is documented in number of contacts. Contacts include visits in a family's unit, in one of MSC's offices or any other location convenient to the family or individual. Contacts also include phone appointments with and on behalf of, the family or single adult client.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	23	13	11			24
Bellevue		5				5
Bothell						0
Burien	15	0	2			2
Covington						0
Des Moines						0
Federal Way	90	49	56			105
Issaquah						0
Kenmore						0
Kent		42	42			84
Kirkland						0
Mercer Island						0
Redmond						0
Renton	23	9	0			9
Sammamish						0
SeaTac	23	6	7			13
Shoreline						0
Tukwila	12	7	7			14
Seattle						0
Other KC						0
Outside KC		22	12			34
Unknown						0
TOTAL	186	153	137	0	0	290

SERVICE UNIT 2

Service Unit 2: Shelter

Measurement: Bed night

Description: Shelter units are counted as bed nights. One individual staying in one night at the shelter is equal to one bed night.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	450	630	582			1,212
Bellevue		180				180
Bothell						0
Burien	250	0	8			8
Covington						0
Des Moines						0
Federal Way	400	586	900			1,486
Issaquah						0
Kenmore						0
Kent		963	687			1,650
Kirkland						0
Mercer Island						0
Redmond						0
Renton	450	435	0			435
Sammamish						0
SeaTac	450	270	516			786
Shoreline						0
Tukwila	250	450	498			948
Seattle						0
Other KC						0
Outside KC		1,953	2,535			4,488
Unknown						0
TOTAL	2,250	5,467	5,726	0	0	11,193

SERVICE UNIT 3

Service Unit 3: Transitional Housing

Measurement: Bed night

Description: Transitional Housing is counted as bed nights. One individual staying in one night at the shelter is equal to one bed night.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way	400	598	561			1,159
Issaquah						0
Kenmore						0
Kent		1,434	930			2,364
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac						0
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	400	2,032	1,491	0	0	3,523

NARRATIVE

To access homeless **family shelters**, families call daily to a call line at Mary's Place. When MSC has a shelter opening, we look at the log for that day and contact people. To access homeless **transitional housing** programs in King County, families and individuals must complete an assessment through Coordinated Entry for All (CEA). Assessments for the system are done through Regional Access Points (RAP). Once assessed, households are placed in a community queue while awaiting placement in homeless housing programs. Households must meet HUD's definition of literally homeless – in a shelter, on the streets, in a car, in a place not meant for human habitation or in a motel that is paid for by an agency. Families **fleeing domestic violence** do not need to meet the above definition. We are on target to meet city outcome goals.

Since this community queue has far more households than the homeless housing system can accommodate, all are also offered assistance through Path to Home funds through Regional Access Points (RAP). The funds are flexible and can be used in a variety of ways, as long as the end result is that housing is secured outside of homeless housing programs. The funds can be used to pay off a past landlord debt, move in costs, costs to help alleviate a friend or family member's costs (via rent and utilities) if they are willing to allow the individual to move in with them. The costs can also be used for transportation to another city where the individual has secured housing.

Regular programs provided at MSC Shelter -

1. Each week MSC education staff conduct the HEART program to help the children at the Shelter be better prepared for learning and for school.
2. Healthcare for the Homeless Network
3. At the holidays all families and singles in shelter and transitional are adopted and provided gifts

Positive story

A family of nine moved into the shelter in December 2017 with earned monthly income of \$1,194. While staying at the shelter, they were able to work with MSC's shelter case manager to work on their past credit and eviction costs. With allowed time to stay in place, their monthly income increased to \$4,500; one adult's income increased and the second began a job. Due to the size of their household, they needed to move into a house with high move in costs. Because the family was able to stay at the shelter rent free, the family was able to save some money toward these costs. MSC was able to assist with the remainder through the RAP Path to Home funds.

REIMBURSEMENT REQUESTS

Agency and Program Name **Navos Mental Health and Wellness. Child, Youth, and family department.**
 Address 1210 sw 136 st
 City & ZIP Burien, WA. 98166
 Program Contact Name Jake Harper
 Email jacon.harper@navos.org
 Invoice Date 7/5/2018

Mary.Lagerstrom@navos.org
Mary Lagerstrom- 206-512-4513

Costs below incurred from **4/1/18** to **6/30/18**
 Signature of Authorized Signer *Jacob Harper* **Corrected Dates**
 Printed Name Jacob Harper

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	1078	\$29,000.00	\$7,250.00	\$7,250.00		\$14,500.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only
 Authorized Payment Amt: _____ Authorization Code / Acct # **# 01078**
 Authorized Signature / **APPROVED FOR PAYMENT** Date **7/31/18**
Jacob Harper
 DATE **7/31/18** \$ **7,250.00**
 BARS# **001.000.10.565.10.41.012**

SERVICE UNIT 1

Service Unit 1: Counseling (e.g., Mental Health, Domestic Violence, Substance Abuse, Housing, Employment)

Measurement: Appointment

Description: Counseling (mental health) hours includes individual and family therapy, case management, and family support activities. Counseling is measured by service hour.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	300	47	138			185
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	300	47	138	0	0	185

Agency Representative Signature:



RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	40	5	9			14
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	40	5	9	0	0	14

NARRATIVE

Most of the individuals benefitting from receiving counseling services via this contract are receiving their support at school. This model allows students to have easy access to mental health care, which fits within their schedule. We are seeing that as students engage in with their counselor they are getting unique support that helps them to learn, grow and use life skills in their homes and schools. They are maintaining or improving academically despite their stressors. They are also maintaining or improving attendance, as well as, general behavior at school with decreasing need for discipline or suspensions. One of the direct benefits of counseling is increased participation in school activities due to improved confidence and communication. In the community, we see fewer legal problems as well as an increase in client community engagement. One of the other benefits to counseling is that schools are receiving better performance and participation ratings and neighborhoods are improving from these individuals learning to better cope with personal, life, and family stressors and not engaging so often in unsafe behaviors or substances to self-medicate. For most of these students, getting counseling support and finding improvement in these areas, as well as their specific goals/outcomes for therapy, would not be possible without the aid provided by this contract.

REIMBURSEMENT REQUESTS

Agency and Program Name **Nexus Youth and Families**
 Address 1000 Auburn Way S
 City & ZIP Auburn 98002
 Program Contact Name Whitney Whittemore Phone 253-394-5019
 Email WhitneyWh@Nexus4kids.org Invoice Date 6/30/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer Traci L. Chiboucas-Judd Printed Name Traci L. Chiboucas-Judd

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Covington	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	\$7,500.00	\$1,875.00	\$1,875.00			\$3,750.00
Sammamish						\$0.00
SeaTac	\$8,000.00	\$2,000.00	\$2,000.00			\$4,000.00
Shoreline						\$0.00
Tukwila	\$2,500.00	\$625.00	\$625.00			\$1,250.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Reimbursement Sheet Enter your agency and program information.
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)
CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.
ANNUAL AWARD AMT: The contracted award amount from a city to your program.
THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.
SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>
SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).
MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).

Service Unit Sheets **DESCRIPTION:** Enter the description of the service unit from your contract.
ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.
ACTUAL UNITS: Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

Narrative Sheet Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.
ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted.

Residents Sheet **ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

City Line Item Tables Sheet *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.
BUDGET: Enter the budgeted amount from your contract.
REQUEST, THIS QUARTER: Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Outreach

Measurement: Contact

Description: Duplicated number of all contacts including brief encounters, extended connections, and follow-up connections

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		34	104			138
Bellevue						0
Bothell						0
Burien	90	27	113			140
Covington	30	4	18			22
Des Moines						0
Federal Way		12	3			15
Issaquah						0
Kenmore						0
Kent		4	8			12
Kirkland						0
Mercer Island						0
Redmond						0
Renton	75	31	11			42
Sammamish						0
SeaTac	75	6	0			6
Shoreline						0
Tukwila	15	12	43			55
Seattle			22			22
Other KC			1			1
Outside KC						0
Unknown						0
TOTAL	285	130	323	0	0	453

SERVICE UNIT 2

Service Unit 2: Outreach

Measurement: Contact

Description: Extended connection services unduplicated count of contacts (resources and or conversations that allow for improvement of circumstances for the client beyond initial greeting). Including current needs, housing, mental health, substance use treatment, transportation, harm reduction.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		4	5			9
Bellevue						0
Bothell						0
Burien	15					0
Covington	5					0
Des Moines						0
Federal Way		1				1
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	12	2	1			3
Sammamish						0
SeaTac	12	2	0			2
Shoreline						0
Tukwila	3	1				1
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	47	10	6	0	0	16

SERVICE UNIT 3

Service Unit 3: Basic Needs Supplies

Measurement: Bundle of items

Description: Number of duplicated participants receiving food, hygiene, warmth item, harm reduction kits

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn			5			5
Bellevue						0
Bothell						0
Burien	200	40	53			93
Covington	90	3	21			24
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent			2			2
Kirkland						0
Mercer Island						0
Redmond						0
Renton	200	39	18			57
Sammamish						0
SeaTac	90	11	0			11
Shoreline						0
Tukwila	45	29	38			67
Seattle			22			22
Other KC						0
Outside KC						0
Unknown						0
TOTAL	625	122	159	0	0	281

NARRATIVE

Covington- Our street outreach team has found it a challenge getting connected with the homeless youth and young adult population. They continue their relationship with the CARES group and have contact with the local police department who inform them of trends they are seeing. An example being an increase in evening break ins by youth but aren't able to locate them during the day. The team notices that there aren't a lot of resources or events that are available to the homeless population therefore the homeless population will go to where the services are at. New connections were made this quarter with a couple of the middle/high school and have been able to make some connections and create a presence before school ended. Our team notices a trend in why kids are getting kicked out of their homes, but disclosed that they are hesitant to stay in shelters and would rather stay with friends until they can return home.

Burien- Our team has maintained their relationship with Transform Burien and Sylvester Middle school. Although the kids at the late night programs at Sylvester and Highline High School don't identify themselves as homeless our outreach have discovered through conversation their living situations are unstable and unsafe at times. This has been a great place for our team to connect with youth. As it was nearing the end of the school year- it became more difficult to connect with young people exiting high school, not so much the middle schoolers. Our team notices a trend in why kids are getting kicked out of their homes, but disclosed that they are hesitant to stay in shelters and would rather stay with friends until they can return home. A new connection that was made for Burien was partnering with Mobile Medical and having a presence at their events to advertise services and connect with young people who are needing services.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn		4	5			9
Bellevue						0
Bothell						0
Burien	15					0
Covington	5					0
Des Moines						0
Federal Way		1				1
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	12	2	1			3
Sammamish						0
SeaTac	12	2				2
Shoreline						0
Tukwila	3	1				1
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	47	10	6	0	0	16

Agency and Program **Nar SafeFutures Youth Center**

Address 6337 35th Avenue SW

City & ZIP Seattle, WA 98126

Program Contact Name Comprehensive Case Management

Email sorya@sfyc.net

Phone 206-938-9606

Date 5-Jul-18

Costs below incurred from 4/1/2018 to 6/30/2018

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien							\$0.00
Covington							\$0.00
Des Moines							\$0.00
Federal							\$0.00
Wav							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish							\$0.00
h							\$0.00
SeaTac	15641	\$16,000.00	\$4,000.00	\$4,000.00			\$8,000.00
Shoreline							\$0.00
Tukwila							\$0.00

Signature of Authorized Signer

Name of Authorized Signer

Sorya Svy

APPROVED FOR PAYMENT

BY: Kem Cooper

DATE: 7/17/18

BARS# 001.000.10.565.10.41.012

Vendor - [#]1564

7/17/18

\$ 4,000.00

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal						0
Wav						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Redmond						0
Renton						0
Sammamis						0
h						0
SeaTac	8	6	7	7		20
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	8	6	7	7	0	20

A 17-year-old female is one of two students who was referred at the beginning of the school by Iris Guzman (TYEE social worker) who didn't show up to school majority of the time. She was referred due to family issues, attendance, academics, and homelessness. In the beginning of the summer, Marc and her met four times but she randomly stop communicating back. One reason is because it's summer, and the other reason is because she's been doing physically and mentally well where she only needed support with attendance/ academics in school. Marc has visited Tyee twice but didn't find her. Marc will connect with the new social worker in how to best support her in school and at home.

A 16-year-old male is also one of the two students who was referred to at the beginning of the school. He also hasn't been showing up to school when Marc is there. He was referred due to attendance, negative influence, gang-related, and academics. During the summer, Marc has met with him once and talked to him twice in the beginning. He has mentioned that he's only needing support with finding a job and refuses to do ISP and goal setting. Because of this reason, I decided to focus in helping him with his resume and job hunting. He currently works with his uncle at the moment but wants to start working at the mall. While Marc visited Tyee, he also wasn't available. Marc will work with the social worker this upcoming month to best support these student who is constantly skipping school.

The 15-year old female came to Marc personally needing support with school and negative influences. Marc met this youth at Literacy Camp Waskowitz receiving her English credit. After Marc building a relationship, she has noticed how much of a positive influence he is. She has been needing an adult role-model due to the issues she has put herself in. Marc hasn't been doing any goal settings due to mom keeping SFYC forms. Her mom speaks Spanish so it's been difficult for Marc to connect. Marc has been sending emails to her mom in Spanish format but hasn't heard back. Marc is still in touch with youth but needing support with her parent. During the summer, she has been doing very well physically and emotionally. She has also told me she has been hanging out with positive people which helped her get out of negative influences. She has recently stop smoking marijuana but not completely. School has started recently and she is finally enrolled into WELS. After visiting her, she hasn't missed a class at all and has being loving her new transition.

A 16-year-old male who has been working Lorena (SFYC Case Manager) last year, just recently transferred to Marc's caseload. During the time when he was transferred, he had been dealing with depression and hadn't been showing up at schools. Because of missing so many days, he was expelled from Tyee and needed to enroll into another school. Marc worked closely with the youth and his father to figure out what school would best support him. Marc helped his youth by completing the school application and turning it in by the due date. Recently after school has started, he has been conflict with the teacher, which led him to being suspended for five days. Marc hasn't met with the teacher yet to figure out the solution but will continue to motivate him on how to navigate through certain scenarios so his youth won't be suspended again.

Marc has tried multiple times contacting three youth who were referred by the Chinook counselor. Marc has left many voicemails.

Service Unit 1 Case Management

Measurement: Appointment

Case management services are measured per session, per client.

Sessions at least one hour but may be longer depending on the

Description: client. Each client is expected to meet the case manager for at least

one session per week to ensure that individual service plan goals

are being met. We estimate each youth will average 1.5 sessions per

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal						0
Wash						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	400	104	99	100		303
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	400	104	99	100	0	303

Agency and Program Name SafeFutures Youth Center

Address 6337 35th Avenue SW

City & ZIP Seattle, WA 98126

Program Contact Name Comprehensive Case Management

Email sorya@sfyc.net

Phone 206-938-9606

Date 8-Oct-18

Costs below incurred from _____ to _____

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien							\$0.00
Covington							\$0.00
Des Moines							\$0.00
Federal							\$0.00
Wash							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish							\$0.00
SeaTac	15641	\$16,000.00	\$4,000.00	\$4,000.00	\$4,000.00		\$4,000.00
Shoreline							\$0.00
Tukwila							\$0.00

Signature of Authorized Signer

Name of Authorized Signer Sorya Svy

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and

from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please note: Your contract is administered by the

Reimburse- City

ment of Bellevue on behalf of North/East Cities. Please follow Bellevue's requirements.)

Sheet

CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for

the City from which you are requesting a reimbursement, if applicable.

ANNUAL AWARD AMT: The contracted award amount from a city to your

SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).

Service

Unit

Sheets

MEASUREMENT: Choose the name of the measurement unit from the drop down list

(must match your contract).

DESCRIPTION: Enter the description of the service unit from your contract.

ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.

Narrative

Sheet

Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives.

Residents

Sheet

ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted.

ACTUAL # OF RESIDENTS: Enter the number of new residents served for each city

City Line

Item

Tables

Optional - only if requesting funds from Bellevue, Federal Way, or Kent.

BUDGET: Enter the budgeted amount from your contract.


REQUEST, THIS QUARTER: Enter the amount requested for each line item.

Bellevue, Federal way, and Kent grantees be sure to complete the City Line Item Tables

sheet

Email this entire workbook to your city contact(s).

REIMBURSEMENT REQUESTS

Agency and Program Name **Somali Youth & Family Club**
 Address 19550 International Blvd #B106
 City & ZIP SeaTac 98188
 Program Contact Name Abdi Fayoke Phone 425.207.8297
 Email Abdi@syouthclub.org Invoice Date 7/17/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer  Printed Name Abdi Fayoke

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$20,000.00	\$5,000.00	\$5,000.00			\$10,000.00
Shoreline						\$0.00
Tukwila	\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

15596

Authorized Signature / City

APPROVED FOR PAYMENT

Date

7/17/18

BY



DATE

7/17/18

7-18-18

5,000.00

BARS#

001.000.10.505.10.41.012

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

Reimbursement Sheet **CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.

ANNUAL AWARD AMT: The contracted award amount from a city to your program.

THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.

SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4HkOUXGQ>

SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).

MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).

Service Unit Sheets **DESCRIPTION:** Enter the description of the service unit from your contract.

ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.

ACTUAL UNITS: Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

Narrative Sheet Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted.

Residents Sheet **ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

City Line Item Tables Sheet *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.

BUDGET: Enter the budgeted amount from your contract.

REQUEST, THIS QUARTER: Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: Individual

Description: Case management includes client engagement, linkage to housing, advocacy, individualized goal planning, linkage to community/treatment services, life skills, care coordination, federal and state benefits, training opportunities/employment, and food.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent	25	18	84			102
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	50	59	175			234
Shoreline						0
Tukwila	15	11	60			71
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	90	88	319	0	0	407

SERVICE UNIT 2

Service Unit 2: Training/Workshops/Classes

Measurement: Individual

Description: Workshops and training sessions related to tenant rights, healthy homes, and positive child discipline.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent	25	5	0			5
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	50	21	14			35
Shoreline						0
Tukwila	15	5	0			5
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	90	31	14	0	0	45

SERVICE UNIT 3

Service Unit 3: Tenant Services

Measurement: Individual

Description: Case management services related to participants in need of housing.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	50	14	7			21
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	50	14	7	0	0	21

NARRATIVE


Somali Youth and Family Club (SYFC) has served clients in Kent, Tukwila, and Seatac. In the 2nd quarter we served 66 SeaTac residents. We served 37 total residents in Tukwila and 67 clients in Kent. We provided 14 trainings in SeaTac, and 0 trainings in Tukwila and Kent. We served 60 clients through case management in Tukwila, 175 in SeaTac and 84 in Kent.

SYFC also received a substantial food donation from the Muslim Association of Puget Sound (MAPS) worth thousands of dollars for the month of Ramadan. Case managers distributed this food to several hundred clients. We also were able to help several hundred clients get financial assistance through MAPS as well.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent	25	18	67			85
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	50	30	60			90
Shoreline						0
Tukwila	15	7	37			44
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	90	55	164	0	0	219

REIMBURSEMENT REQUESTS

Agency and Program Name **Sound Generation's Transportation Program (Volunteer Transportation & Hyde S**
 Address 2208 Second Avenue
 City & ZIP Seattle, WA 98121
 Program Contact Name Walter Washington Phone (206)412-6349
 Email waltw@soundgenerations.org Invoice Date 7/11/18
 Costs below incurred from 4/30/18 to 6/30/18
 Signature of Authorized Signer  Printed Name Joanne Donohue

	Contract ID#	Annual	Reimbursement Requests				Balance
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Bellevue	GF248	\$18,810.00	\$7,187.90	\$4,704.77			\$6,917.33
Bothell							\$0.00
Burien		\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Covington							\$0.00
Des Moines		\$2,125.00	\$531.25	\$531.25			\$1,062.50
Federal Way		\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent		\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Kirkland		\$6,000.00	\$1,500.00	\$1,500.00			\$3,000.00
Mercer Island							\$0.00
Redmond		\$6,695.00	\$1,673.75	\$1,673.75			\$3,347.50
Renton	17-080	\$21,000.00	\$5,250.00	\$5,250.00			\$10,500.00
Sammamish							\$0.00
SeaTac		\$4,600.00	\$1,150.00	\$1,150.00			\$2,300.00
Shoreline		\$3,750.00	\$937.50	\$937.50			\$1,875.00
Tukwila		\$2,860.00	\$715.00	\$715.00			\$1,430.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Transportation

Measurement: Miles

Description: Volunteer vehicle miles are the number of miles driven by a volunteer using his/her own vehicle to transport a single client, including miles to and from the volunteer's point of origin.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	3847	5061	7182			12243
Bellevue	14469	3333	3022			6355
Bothell		1038	1329			2367
Burien	1003	1086	947			2033
Covington		591	730			1321
Des Moines	538	1114	1646			2760
Federal Way	7693	3764	4914			8678
Issaquah		780	858			1638
Kenmore		532	771			1303
Kent	7548	5229	6586			11815
Kirkland	4610	1637	2922			4559
Mercer Island		1641	1866			3507
Redmond	5082	3076	3496			6572
Renton	16137	6448	6161			12609
Sammamish		722	282			1004
SeaTac	3539	1573	1683			3256
Shoreline	2849	1053	2529			3582
Tukwila	2200	798	672			1470
Seattle		13465	14321			27786
Other KC		6148	6295			12443
Outside KC						0
Unknown						0
TOTAL	69515	59089	68212	0	0	127301

SERVICE UNIT 2

Service Unit 2: Transportation

Measurement: One-way trip

Description: One-way trips are one-way journeys with two distinct end points taken by one client in a volunteer driver's private vehicle. Most rides provided are two-way, from the client's home to their medical appointment and then from their appointment back home again.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	185	235	319			554
Bellevue	1078	304	260			564
Bothell		100	115			215
Burien	214	65	80			145
Covington		29	30			59
Des Moines	91	66	100			166
Federal Way	412	177	339			516
Issaquah		36	48			84
Kenmore		41	53			94
Kent	376	239	365			604
Kirkland	388	137	207			344
Mercer Island		167	209			376
Redmond	322	218	238			456
Renton	1257	385	438			823
Sammamish		54	18			72
SeaTac	164	65	95			160
Shoreline	224	90	217			307
Tukwila	118	44	51			95
Seattle		1307	1429			2736
Other KC		295	313			608
Outside KC						0
Unknown						0
TOTAL	4829	4054	4924	0	0	8978

NARRATIVE

Volunteer Transportation Program has engaged in a pilot through the city of Seattle, which is based around engaging the personal networks of riders and providing incentive for their rides. Current partners are South Park and IDIC. The success of this model may lead to proposals of similar strategies in suburban cities. With the notable exception of trips provided in Bellevue, our Quarter 2 performance was up across nearly all cities. Some of this success can be attributed to our new wave of volunteer drivers, which is up by 35% ytd vs last year. Our new volunteer recruiter, Diana has hit her stride and has now been to many of our service areas. Our team will be considering a mileage reimbursement strategy for Quarters 3/4.

RESIDENTS

	Annual Goal	Actual # of Residents			YTD	
		1st Qtr	2nd Qtr	3rd Qtr		
Auburn	21	38	25		63	
Bellevue	133	42	15		57	
Bothell		12	8		20	
Burien	110	19	9		28	
Covington		6	2		8	
Des Moines	35	14	12		26	
Federal Way	58	33	18		51	
Issaquah		11	2		13	
Kenmore		10	3		13	
Kent	52	50	31		81	
Kirkland	53	26	16		42	
Mercer Island		32	10		42	
Redmond	41	38	12		50	
Renton	115	59	17		76	
Sammamish		4	1		5	
SeaTac	20	10	7		17	
Shoreline	35	20	14		34	
Tukwila	26	7	3		10	
Seattle		233	92		325	
Other KC		89			89	
Outside KC					0	
Unknown					0	
TOTAL	699	753	297	0	0	1050

CITY LINE ITEM TABLES

Balance Remaining

\$1,407.18

\$0.00

\$0.00

\$0.00

\$5,510.15

\$0.00

\$6,917.33

Balance Remaining

\$2,960.00

\$0.00

\$0.00

\$0.00

\$2,040.00

\$0.00

\$5,000.00

Balance Remaining

\$0.00

\$0.00

\$0.00


\$0.00

\$0.00

\$0.00

\$0.00

REIMBURSEMENT REQUESTS

Agency and Program Name **Sound DBA Sound Mental Health/PATH Homeless Outreach**
 Address 6100 Southcenter Blvd
 City & ZIP Tukwila, WA 98188
 Program Contact Name Annamaria Gueco Phone 206-302-2716
 Email annamaria.gueco@sound.health Invoice Date 7/16/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer  Printed Name Paul Eisenhauer

	Contract ID#	Annual Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Balance Remaining
Auburn	GF17/1833	\$7,500.00	\$1,875.00	\$1,875.00			\$3,750.00
Bellevue							\$0.00
Bothell							\$0.00
Burien		\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Covington							\$0.00
Des Moines							\$0.00
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent		\$12,000.00	\$3,000.00	\$3,000.00			\$6,000.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish							\$0.00
SeaTac		\$9,000.00	\$2,250.00	\$2,250.00			\$4,500.00
Shoreline							\$0.00
Tukwila	17-017	\$15,000.00	\$3,750.00	\$3,750.00			\$7,500.00

Admin use only

Authorized Payment Amt: _____ Authorization Code / Acct # _____

Authorized Signature / City 

Date 7/31/18

DATE: 7/31/18

\$ 2,250.00

BARS# 001.000.10.565.10.41.012

SERVICE UNIT 2

Service Unit 2: Outreach

Measurement: Contact

Description: Adults in Burien city times (duplicated)

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien	90	36	18			54
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac						0
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	90	36	18	0	0	54

NARRATIVE

City of Kent:

PATH this quarter continued to outreach people at the Monday night dinner, Kent HOPE, the CCS Engagement Center, as well as the library. Our outreach worker observed that there was an increase in individuals attending the Monday night dinner, most of whom were adults without children. This quarter we saw a decrease in the number of individuals using the day center at Kent Hope, but received reports that it was toward capacity at night. We continued to outreach individuals at the Catholic Community Services Engagement Center; the engagement center will now be open three days a week (Mondays, Tuesdays and Thursdays). PATH also noted that on several Thursday afternoons, Union Gospel Mission had brought in their shower trailer for individuals to use at Kent Lutheran Church. This quarter we were able to assist one individual in the final stages of getting housed; after several months of working with this individual and the police department they were able to sign a lease on their first apartment. We were also able to assist one individual with getting connected to Rapid Rehousing through Neighborhood House.

City of Burien:

During the first part of this quarter, PATH focused on maintaining existing relationships with community partners (primarily Transform Burien) who we have done outreach and engagement with over the past several years. Towards the later part of the quarter when we were fully staffed, we were able to utilize those relationships to start doing outreach in the community once again. Our new outreach worker has also been able to connect with staff and volunteers at Transform Burien, as well as at the Library; and with the change in weather, we have started doing more outreach in the local parks there. This quarter we did not observe a huge change in the number of individuals attending the meal program at Transform Burien. We did start to see an increase in number of individuals panhandling around the city. PATH was able to help able to assist a woman with the final move-in process for the Sound's South King County Housing First program.


9/6/18 - Met w/ Lacey, she indicates our homeless numbers are very low and she's been to all the parks, Libraries, and side streets trying to reach out but hasn't had a lot of success. Talked about Police ride alongs or Parks ride alongs, she is going to talk w/ pan handlers @ Safeway and freeway entrances - I will contact Steve from Transform Burien to see if we can start a program like that - Roll call w/ Police to offer PATH services -

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn	6	2	2			4
Bellevue						0
Bothell						0
Burien	15	2	2			4
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent	12	9	3			12
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	8	1	1			2
Shoreline						0
Tukwila	16	4	4			8
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	57	18	12	0	0	30

2nd Quarter Report

REIMBURSEMENT REQUESTS

Agency and Program Name **Sound Generations Meals on Wheels**
 Address 2208 2nd Ave Ste 100
 City & ZIP Seattle, 98121
 Program Contact Name Adam Porter Phone (206) 727-6242
 Email adamp@soundgenerations.org Invoice Date 7/9/18
 Costs below incurred from 4/1/18 to 6/30/18
 Signature of Authorized Signer  Printed Name Joanne Donahue

	Contract ID#	Annual Reimbursement Requests				Balance Remaining
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	
Auburn		\$7,000.00	\$1,750.00	\$1,750.00		\$3,500.00
Bellevue	GF246	\$17,838.00	\$4,459.50	\$4,459.50		\$8,919.00
Bothell		\$1,500.00	\$375.00	\$375.00		\$750.00
Burien		\$6,200.00	\$1,550.00	\$1,550.00		\$3,100.00
Covington		\$2,000.00	\$500.00	\$500.00		\$1,000.00
Des Moines		\$2,500.00	\$625.00	\$625.00		\$1,250.00
Federal Way		\$10,000.00	\$2,500.00	\$2,500.00		\$5,000.00
Issaquah		\$8,200.00	\$2,050.00	\$2,050.00		\$4,100.00
Kenmore		\$2,300.00	\$575.00	\$575.00		\$1,150.00
Kent						\$0.00
Kirkland		\$11,223.00	\$2,805.75	\$2,805.75		\$5,611.50
Mercer Island						\$0.00
Redmond		\$3,279.00	\$819.75	\$819.75		\$1,639.50
Renton		\$11,000.00	\$2,750.00	\$2,750.00		\$5,500.00
Sammamish		\$2,000.00	\$500.00	\$500.00		\$1,000.00
SeaTac		\$13,673.00	\$3,418.25	<u>\$3,418.25</u>	MOA	\$6,836.50
Shoreline		\$5,000.00	\$1,250.00	\$1,250.00		\$2,500.00
Tukwila		\$7,999.00	\$1,999.75	\$1,999.75		\$3,999.50

Admin use only

Authorized Payment Amt:

Authorization Code / Acct # **#03707**

Authorized Signature / City

APPROVED FOR PAYMENT

Date **7/17/18**

BY Kim Cooper

DATE 7-17-18

\$ 3,418.25

BARS# 001.000.10.505.10.41.012

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Enter your agency and program information.
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

Reimbursement Sheet **CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.
ANNUAL AWARD AMT: The contracted award amount from a city to your program.
THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.
SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>
SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).
MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).

Service Unit Sheets **DESCRIPTION:** Enter the description of the service unit from your contract.
ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.
ACTUAL UNITS: Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

Narrative Sheet Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.
ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted.

Residents Sheet **ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

City Line Item Tables Sheet *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.
BUDGET: Enter the budgeted amount from your contract.
REQUEST, THIS QUARTER: Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	8	61	16			77
Bellevue	21	36	6			42
Bothell	1	28	2			30
Burien	7	55	9			64
Covington	2	10	3			13
Des Moines	5	14	3			17
Federal Way	14	90	14			104
Issaquah	10	15	3			18
Kenmore	3	7	0			7
Kent		95	12			107
Kirkland	12	32	8			40
Mercer Island		6	0			6
Redmond	4	25	2			27
Renton	9	107	20			127
Sammamish	2	5	0			5
SeaTac	16	48	8			56
Shoreline	6	39	8			47
Tukwila	10	10	8			18
Seattle		703	134			837
Other KC		118	22			140
Outside KC		0	0			0
Unknown		0	0			0
TOTAL	130	1504	278	0	0	1782

NARRATIVE

Sound Generations has a new CEO, Jim Wigfall. Jim has been learning more about our Meals on Wheels program, as well as the other programs here at Sound Generations. He went on a ride-along with one of our Seattle delivery drivers so he could see firsthand the work we do and the people we serve.

During National Volunteer month we distributed thank you booklets to our 315 Meals on Wheels volunteers. The booklets were filled with thank you notes from MOW participants sharing the impact the program has on their life. One wrote "I could not eat if I did not have the Meals on Wheels program. I'm so grateful for this wonderful service." Another participant wrote "I don't cook anymore and it's hard to get to the store. I have arthritis, asthma, and diabetes which limits my ability to get food. MOW changed my life. I'm extremely grateful to you. Thank you!"

In April and May we held our annual site coordinator meetings. We had one at the Community Center at Mercer View and the other at the Federal Way Community Center. It was a great time to thank our volunteers and elicit feedback. At both meetings volunteers shared that they continue to receive positive feedback on the meals and overall things are good.

Sound Generations held their annual Inspire Positive Aging Awards luncheon on Wednesday, June 20th. We received a record breaking 58 nominations this year for the six award categories; Advocacy & Activism, Community Service, Defining Inspiration, Health & Wellness, Intergenerational Impact, and Lifelong Learning. We were fortunate to have the opportunity to celebrate the wonderful work the nominees are doing in the

SERVICE UNIT 1

Service Unit 1: Food

Measurement: Meal

Description: A service unit is defined as one home-delivered meal delivered to a home-bound senior.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	1426	5499	5822			11321
Bellevue	3517	1417	1627			3044
Bothell	304	1162	1373			2535
Burien	1263	3652	4143			7795
Covington	407	631	800			1431
Des Moines	510	774	1055			1829
Federal Way	2301	5620	6413			12033
Issaquah	1680	968	1009			1977
Kenmore	468	322	308			630
Kent		7565	7920			15485
Kirkland	2285	1674	1875			3549
Mercer Island		552	515			1067
Redmond	662	1306	1367			2673
Renton	2240	6173	7352			13525
Sammamish	407	206	32			238
SeaTac	2558	4036	3588			7624
Shoreline	1015	2089	2482			4571
Tukwila	1629	753	1436			2189
Seattle		53,350	55154			108504
Other KC		4317	4961			9278
Outside KC		0	0			0
Unknown		0	0			0
TOTAL	22672	102066	109232	0	0	211298

Airline Catering Company, Inc

135 168TH ST E
PO BOX 117
SPANAWAY, WA 98387

RECEIVED
JUN 04 2018
BY: KLP

Invoice

Date	Invoice #
5/31/2018	1137

Bill To
Sound Generations Meals on Wheels 2208 Second Avenue, Ste 100 Seattle, WA 98121-2055

RECEIVED
MAY 31 2018
BY: KLP

P.O. No.	Terms	Del Date
	Net 15	

Del Date	Description	Qty	Rate	Amount
5/16 # 16298✓	Dinner •	1,440✓	2.22	3,196.80
5/16 # 16298✓	Breakfast •	432✓	2.22	959.04
5/17 # 16302✓	Dinner •	1,548✓	2.22	3,436.56
5/17 # 16302✓	Breakfast •	144✓	2.22	319.68
5/21 # 16307✓	Dinner •	1,548✓	2.22	3,436.56
5/22 # 16311✓	Breakfast •	1,296✓	2.22	2,877.12
5/22 # 16311✓	Dinner •	432✓	2.22	959.04
5/23 # 16315✓	Breakfast •	2,772✓	2.22	6,153.84
5/23 # 16315✓	Dinner •	216✓	2.22	479.52
5/24 # 16319✓	Breakfast •	2,412✓	2.22	5,354.64
5/24 # 16319✓	Dinner •	432✓	2.22	959.04
5/29 # 16324✓	Breakfast •	2,412✓	2.22	5,354.64
5/29 # 16324✓	Dinner •	288✓	2.22	639.36
5/30 # 16331✓	Dinner •	2,016✓	2.22	4,475.52
5/31 # 16335✓	Dinner •	1,692✓	2.22	3,756.24
5/31 # 16335✓	Breakfast •	432✓	2.22	959.04
May	Dinner with broken seals	144	2.22	319.68
		19,368 x	2.22 =	42,996.96✓

Total	\$42,996.96✓
Payments/Credits	\$0.00
Balance Due	\$42,996.96✓

SOUND GENERATIONS

176736

VENDOR ID		NAME		PAYMENT NUMBER		CHECK DATE			
1446		Airline Catering		80389		5/24/2018			
OUR VOUCHER NUMBER	YOUR VOUCHER NUMBER	DATE	AMOUNT	AMOUNT PAID	DISCOUNT	WRITE-OFF	NET		
1137	Bill	5/31/2018	42,996.96	42,996.96			42,996.96		
				42,996.96			Check Amount		

COMMENT GENERAL General Checking - Wells Fargo

Check Number: 176736

Id303912-17

PRINTCOM INC (206) 763-7600 OR (800) 776-8266

SOUND GENERATIONS

176605

VENDOR ID		NAME		PAYMENT NUMBER		CHECK DATE			
1446		Airline Catering		80389		5/24/2018			
OUR VOUCHER NUMBER	YOUR VOUCHER NUMBER	DATE	AMOUNT	AMOUNT PAID	DISCOUNT	WRITE-OFF	NET		
1126	Bill	5/15/2018	41,158.80	41,158.80			41,158.80		
				41,158.80			Check Amount		

COMMENT GENERAL General Checking - Wells Fargo

Check Number: 176605

Id303912-17

PRINTCOM INC (206) 763-7600 OR (800) 776-8266

VO1446

Airline Catering Company, Inc

135 168TH ST E
PO BOX 117
SPANAWAY, WA 98387

MAY 16 2018
BY: KH

Invoice

Date	Invoice #
5/15/2018	1128

Bill To
Sound Generations Meals on Wheels 2208 Second Avenue, Ste 100 Seattle, WA 98121-2055

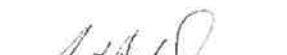
P.O. No.	Terms	Del Date
	Net 15	

Del Date	Description	Qty	Rate	Amount
5/1 # 16259✓	Dinner	2,016	2.22	4,475.52
5/1 # 16259✓	Breakfast	144	2.22	319.68
5/2 # 16263✓	Dinner	1,728	2.22	3,836.16
5/2 # 16263✓	Breakfast	288	2.22	639.36
5/3 # 16269✓	Dinner	1,818	2.22	4,035.96
5/3 # 16269✓	Breakfast	144	2.22	319.68
5/7 # 16273✓	Dinner	1,404	2.22	3,116.88
5/7 # 16273✓	Breakfast	288	2.22	639.36
5/8 # 16277✓	Dinner	2,304	2.22	5,114.88
5/8 # 16277✓	Breakfast	144	2.22	319.68
5/9 # 16281✓	Dinner	1,872	2.22	4,155.84
5/9 # 16281✓	Breakfast	288	2.22	639.36
5/10 # 16285✓	Dinner	2,034	2.22	4,515.48
5/10 # 16285✓	Breakfast	360	2.22	799.20
5/14 # 16290✓	Dinner	1,584	2.22	3,516.48
5/14 # 16290✓	Breakfast	144	2.22	319.68
5/15 # 16293✓	Dinner	1,836	2.22	4,075.92
5/15 # 16293✓	Breakfast	144	2.22	319.68


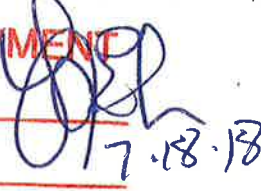
18,540 ✓ x 2.22 = 41,158.80

Total	\$41,158.80
Payments/Credits	\$0.00
Balance Due	\$41,158.80

REIMBURSEMENT REQUESTS

Agency and Program Name: Southwest Youth and Family Services-New Futures
 Address: 4555 Delridge Way SW
 City & ZIP: Seattle WA 98106
 Program Contact Name: Lorna Velasco Phone: 206-279-0835
 Email: lvelasco@swyfs.org Invoice Date: 7.10.18
 Costs below incurred from: 04.01.2018 to 06.30.18
 Signature of Authorized Signer:  Printed Name: Steve Daschle

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$28,000.00	\$7,000.00	\$7,000.00			\$14,000.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only
 Authorized Payment Amt: _____ Authorization Code / Acct #: # 16556
 Authorized Signature / City: **APPROVED FOR PAYMENT** Date: 7/17/18
 BY:   # 7,000.00
 DATE: 7-17-18
 BARS#: 001.000.10.565.10.41.012

The costs as presented in this request occurred during this Quarter.

INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.

ANNUAL AWARD AMT: The contracted award amount from a city to your program.

THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.

SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>

SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).

MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).

DESCRIPTION: Enter the description of the service unit from your contract.

ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.

ACTUAL UNITS: Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted.

ACTUAL # OF RESIDENTS: Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

Optional - only required if requesting funds from Bellevue, Federal Way, or Kent.

BUDGET: Enter the budgeted amount from your contract.

REQUEST, THIS QUARTER: Enter the amount requested for each line item.

Reimbursement Sheet

Service Unit Sheets

Narrative Sheet

Residents Sheet

City Line Item Tables Sheet

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.
Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Advocacy

Measurement: Choose from drop down list

Description: Intervention/contact on behalf of a client when the individual cannot represent him or herself effectively due to barriers to language, ability, knowledge or other circumstance. Measured by contact/home visit

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	56	128	129			257
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	56	128	129	0	0	257

SERVICE UNIT 2

Service Unit 2: Tutoring

Measurement: Choose from drop down list

Description: Tutoring: One-on-one teaching instruction to overcome learning problems, illiteracy or other barriers. Measured by hours per client tutoring session.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	294	1899	1061			2960
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	294	1899	1061	0	0	2960

SERVICE UNIT 3

Service Unit 3: Youth Services

Measurement: Choose from drop down list

Description: Youth Services: A variety of services and activities to persons 18 or younger with the objective of preventing likely or resolving existing serious problems at home, school, or in the community, including information and referral, outreach and counseling. Measured by contact/session and hours per session.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	582	1899	1061			2960
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	582	1899	1061	0	0	2960

NARRATIVE

Family Advocacy and Community Building: Family Advocacy is the spine of the work that we do with our students and families. At the end of the year, we make sure that we conduct home visits with every students' family as a way to check in and help navigate or mitigate potential issues as well as program updates about their children. Lucia, our site manager hosted two health fairs in partnership with University of Washington, the main purpose was to provide a variety of resources and health services for the families living at Windsor Heights, around 100 adults and 40 children were able to attend. Pre-K Program: Our long-standing staff Norma founded and created our Pre-K program, consisting of around 16 children out of the need for families to have a head start in school. The Pre-K Graduation held June 21st was an incredible milestone for our students and families, our Pre-K scholars are ready for Kindergarten and are strong readers and writers. Our Pre-K students also established the Windsor Community Garden! This summer they planted tomatoes, pumpkins, jalapenos, collards, okra, onions, and herbs. We are looking forward to harvesting and cooking the "fruits" of their labor this summer. Our after-school program has folded in two incredibly programs in Computer Science (in partnership with GOKiC), and the Arts (Arts Corps). For 8 weeks, Alaji, Arts Corps resident artist taught our students visual arts and performance, the confidence of our young people have grown in leaps and bounds these past few months. We have also continued the coding and robotics program at Windsor, previously started by Pedro, our former coordinator, now partner through GOKiC. They have established skills in typing, and coding that will only solidify over the next two years. We are also incredibly proud of the 3 graduating seniors, Janell, our youth coordinator has put in hours of investment and work helping navigate our young women through the very complicated process of college and scholarship applications. Zerine, a senior at Tyee, who began as a student in our middle school program is

Family Advocacy and Community Building: Family Advocacy is the spine of the work that we do with our students and families. At the end of the year, we make sure that we conduct home visits with every students' family as a way to check in and help navigate or mitigate potential issues as well as program updates about their children. Lucia, our site manager hosted two health fairs in partnership with University of Washington, the main purpose was to provide a variety of resources and health services for the families living at Windsor Heights, around 100 adults and 40 children were able to attend. Pre-K Program: Our long-standing staff Norma founded and created our Pre-K program, consisting of around 16 children out of the need for families to have a head start in school. The Pre-K Graduation held June 21st was an incredible milestone for our students and families, our Pre-K scholars are ready for Kindergarten and are strong readers and writers. Our Pre-K students also established the Windsor Community Garden! This summer they planted tomatoes, pumpkins, jalapenos, collards, okra, onions, and herbs. We are looking forward to harvesting and cooking the "fruits" of their labor this summer. Our after-school program has folded in two incredibly programs in Computer Science (in partnership with GOKiC), and the Arts (Arts Corps). For 8 weeks, Alaji, Arts Corps resident artist taught our students visual arts and performance, the confidence of our young people have grown in leaps and bounds these past few months. We have also continued the coding and robotics program at Windsor, previously started by Pedro, our former coordinator, now partner through GOKiC. They have established skills in typing, and coding that will only solidify over the next two years. We are also incredibly proud of the 3 graduating seniors, Janell, our youth coordinator has put in hours of investment and work helping navigate our young women through the very complicated process of college and scholarship applications. Zerine, a senior at Tyee, who began as a student in our middle school program is now on her way to Whitworth University to study Pre-Med. Rahel, a senior at Mt. Ranier has won a full scholarship to Pacific Lutheran University! And third, Miranda, a senior at Mr. Ranier is headed to Seattle University for the dual BA/MA program in Sociology, she hopes to one day work in direct services to empower youth. Seeing our seniors complete their journey from students in our program to scholars and one day leaders has been such an amazing thing to witness.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	33	808	0			808
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	33	808	0	0	0	808

REIMBURSEMENT REQUESTS

Agency and Program Name **Tukwila Pantry**
 Address 3118 S 140th St
 City & ZIP Tukwila 98168
 Program Contact Name Kathy Finau Phone 2064318293
 Email director@tukwilapantry.org Invoice Date 7/3/18
 Costs below incurred from April to June
 Signature of Authorized Signer Printed Name Kathy Finau

Notes: Services are down, staffing problems, lack of drivers to get the food.

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	\$8,000.00	\$2,000.00	\$2,000.00			\$4,000.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						#REF!
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$12,000.00	\$3,000.00	\$3,000.00			\$6,000.00
Shoreline						\$0.00
Tukwila	\$35,000.00	\$8,750.00	\$8,750.00			\$17,500.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

04814

Authorized Signature / City

APPROVED FOR PAYMENT

Date

7/17/18

BY

Kim Cooper

3,000.00

DATE

7/17/18

BARS# 001.000.10.505.10.41.012

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien	440	610	114			724
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	1536	482	125			607
Shoreline						0
Tukwila		1789	456			2245
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	1976	2881	695	0	0	3576

SERVICE UNIT 1

Service Unit 1: Basic Needs Supplies

Measurement: Pound of food

Description:

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien	31250	33060	59918			92978
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	101547	24780	49893			74673
Shoreline						0
Tukwila		163240	300293			463533
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	132797	221080	410104	0	0	631184

NARRATIVE

The Tukwila Pantry has been going through staffing changes this year. We haven't had a steady grocery rescue driver since February 2018. This has put additional pressure on the Executive Director to fill in for the driver position in addition to the ED responsibilities. This has also caused a reduction in the pounds of food donated. The part-time Operations Manager resigned in May 2018 and the Executive Director has filled-in for that position, as well, to minimize the interruption of services. It is not possible for the Executive Director to do both grocery rescue and oversee food distribution because the schedules overlap. The Tukwila Pantry typically had two part-time drivers to grocery rescue six days per week but because of the difficulty filling the position, we have changed it to a full-time position, Monday - Friday, leaving Saturday unfilled. A new full-time driver has been hired at the end of June and is trained. A new part-time Operations Manager has been hired as of July 1st and is being trained so that there will be little interruption of services. The Executive Director has resigned as of 7-6-18. The Board is searching for a new Director.

Unduplicated services are down. It's hard to determine if this is a result of the increase in housing costs, pushing residents further South; the unemployment rate at 3%; or the concern of immigrants and refugees providing information on the need for services. However, the number of residents requesting to come for frequently has significantly increased. This demonstrates that the Tukwila Pantry is still providing a service for those at the greatest need.

REIMBURSEMENT REQUESTS

Agency and Program Name **YMCA of Greater Seattle** *Food-n-Fun*
 Address 909 4th Ave
 City & ZIP Seattle, 98104
 Program Contact Name Yvette Tolson Phone 206-556-3041
 Email stolson@seattleyymca.org Invoice Date 7/3/18
 Costs below incurred from April to June
 Signature of Authorized Signer *Yvette Tolson* Printed Name **Yvette Tolson**

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$10,000.00	\$2,500.00	<u>\$2,500.00</u>			\$5,000.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt: 2,500.00 Authorization Code / Acct # 04545

Authorized Signature / City *Kim Cooper* Date 7/17/18

APPROVED FOR PAYMENT
 BY *Kim Cooper*
 DATE 7/17/18
 BARS# 001.000.10.505.10.41.012

SERVICE UNIT 1

Service Unit 1: Food

Measurement: Meal

Description: Number of Meals Provided to Individuals/Families. This includes Tye, YDC and Food & Fun

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	16,500	7,206	4,081			11287
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	16500	7206	4081	0	0	11287

NARRATIVE

Quarter 2 went really well for meals and snacks. We saw a lot of youth participating in our meals programs from both our youth sports leagues and our spring teen basketball league. The meal program made a big difference at our site in regards to these programs, especially because we often had youth come over to the YMCA right after school for practices and games. They often wouldn't have eaten since lunch, so having snack and dinner provided in the YDC was incredibly helpful. There aren't many places to eat close by, especially in regards to healthy options, and there are many youth who lack the financial means to constantly eat out and get food after school. This is why the snack and meals program at Matt Griffin has been such a powerful program and helped to meet the needs of the youth in our community.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	600	6565	3688			10253
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	600	6565	3688	0	0	10253

presented in this request occurred during this Quarter.

NS (READ FIRST BEFORE PROCEEDING)

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

CONTRACT ID#: The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.

ANNUAL AWARD AMT: The contracted award amount from a city to your program.

THIS QTR REIMBURSEMENT REQUEST: For each City, enter the amount your program is requesting for the quarter noted above only.

SIGNATURE: Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>

SERVICE UNIT #: Choose the name of the service unit from the drop down list (must match your contract).

MEASUREMENT: Choose the name of the measurement unit from the drop down list (must match your contract).

DESCRIPTION: Enter the description of the service unit from your contract.

ANNUAL UNIT GOAL: Enter the service unit goal for each city with whom you have contracted.

ACTUAL UNITS: Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

ANNUAL # OF RESIDENTS: Enter the number of residents for each city with whom you have contracted.

ACTUAL # OF RESIDENTS: Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

Optional - only required if requesting funds from Bellevue, Federal Way, or Kent.

BUDGET: Enter the budgeted amount from your contract.

REQUEST, THIS QUARTER: Enter the amount requested for each line item.

ederal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

INSTRUCTIONS FOR REIMBURSEMENT REQUESTS

Print all sheets of this workbook except instructions and city line item tables sheets. Sign reimbursement sheet and mail/deliver the signed printout to City of Auburn, 25 West Main Street, Auburn, WA 98001 or scan and email the signed printout to epearson@auburnwa.gov

Print all sheets of this workbook. Sign reimbursement sheet, scan and email the signed printout to dcatalano@bellevuewa.gov. Be sure to include copies of supporting documentation with your quarterly report.

Print all sheets of this workbook except instructions and city line item tables sheets. Sign reimbursement sheet and mail to Sue Padden, City of Des Moines, PO Box 98576, Des Moines, WA 98198.

Print all sheets of this workbook. Sign reimbursement sheet, scan and email the signed printout to Sarah Bridgeford, or mail/deliver the signed printout to Sarah Bridgeford, City of Federal Way, 33325 8th Ave S, Federal Way, WA 98003.

Print all sheets of this workbook except instructions and city line item tables sheets. Sign reimbursement sheet and mail/deliver the signed printout to Leslie Harris, City of Kenmore, PO Box 82607, Kenmore, WA 98028.

Print all sheets of this workbook except instructions and city line item tables sheets. Sign reimbursement sheet and mail/deliver the signed printout to Colleen Brandt-Schluter, City of SeaTac, 4800 S 188th St, SeaTac, WA 98188, or scan and email the signed printout to cbschluter@ci.seatac.wa.us.

Print all sheets of this workbook except instructions and city line item tables sheets. Sign reimbursement sheet and mail/deliver the signed printout to Victoria Alie, City of Shoreline, 17500 Midvale Ave N, Shoreline, WA 98133.

Email this workbook to your city contact.

Kent grantees be sure to complete the City Line Item Tables sheet.

tire workbook to your funding city contact(s).

REIMBURSEMENT REQUESTS

Agency and Program Name **YMCA of Greater Seattle** *After school program*
 Address 909 4th Ave
 City & ZIP Seattle, 98104
 Program Contact Name Yvette Tolson Phone 206-556-3041
 Email stolson@seattleyymca.org Invoice Date 7/2/18
 Costs below incurred from April to June
 Signature of Authorized Signer *Yvette Tolson* Printed Name **Yvette Tolson**

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$33,000.00	\$8,250.00	<u>\$8,250.00</u>			\$16,500.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct # *04545*

Authorized Signature / City

Date *7/17/18*

APPROVED FOR PAYMENT
 BY: *Ken Cooper*
 DATE: *7/17/18*
 BARS# *001.000.10.565.10.41.012*

SERVICE UNIT 1

Service Unit 1: Youth Services

Measurement: Individual

Description: # of Individuals/Students served

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	360	476	348			824
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	360	476	348	0	0	824

SERVICE UNIT 2

Service Unit 2:

Measurement:

Description: Number of Activities offered

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	50	47	39			86
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	50	47	39	0	0	86

NARRATIVE

The second quarter at Tye has been huge for our team in terms of growth. We were able to meet with a few teachers on campus and discuss resources and tips for better assisting students with their homework after school. I am confident this relationship development between tutors and teachers will only increase the value of the tutoring program. We also served over 2,000 meals this quarter which is huge because we did not serve meals all of June and were out for a week in April for Spring Break. We had quite a few field trips this quarter as well. For the spring break college tour we spent three days and two nights visiting Gonzaga, Eastern Washington University, and Central Washington University. Students also completed a volunteer project at the MLK community center in Spokane, WA. Another volunteer event students participated in was Healthy Kids Day at the Matt Griffin Y. Students assisted in healthy kid-friendly cooking demonstrations and ran kid activities like the bounce house and gaga pit. The Alaska Airlines Aviation Day field trip was especially popular, students were able to walk onto aircrafts and meet pilots. This was a very educational trip as students were able to chat with pilots, flight attendants, and other professionals who work for Alaska Airlines. They were given the opportunity walk onto military aircrafts and meet active duty service men and women. We wrapped up the year with more fun activities like a field trip to the Family Fun Center, a year-end celebration and a celebration specific for seniors where they got to decorate their graduation caps and work on senior projects while eating and enjoying each other's company.

Overall, it was a very busy and enjoyable quarter. We maintained a high average for attendance and meals, despite operating less days than usual. Relationships between staff and tutors were deepened, and a wide array of activities/trips were offered to teens!

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	750	452	331	-	-	783
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	750	452	330.6	0	0	782.6

